

# MANHATTAN CHRISTIAN SCHOOL

*Partnering with you for Life!*

## High School Academic Handbook

2020-2021



Manhattan Christian inspires students to live God-glorifying lives  
by teaching Christ's lordship in faith, learning, and living.

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## Welcome

Welcome to Manhattan Christian School! We are glad that you are here as part of our community! We believe that each member of this community is important. As Paul says in 1 Corinthians, “We are all baptized by one Spirit into the body.” He goes to explain that every part of the body is vital and that each part uniquely contributes to a greater whole. This is true of our community at Manhattan Christian, too. Each student is uniquely valued, and their presence contributes to a more dynamic experience.

It is our desire to plant in you a love for learning that will stay with you for the rest of your life. We believe that every square inch of our universe belongs to God and that Christ is its Lord. We intend to help you experience Christ’s forgiving and merciful lordship: over your head, as you explore with others the vastness of His creation; over your heart, as you grow in your relationship with Jesus as your personal Savior; and over your hands, as you learn to serve Him at home, school, and in our greater community.

Relationships are of upmost importance within any community. This handbook is our way of seeking to provide a positive atmosphere wherein relationships may grow. Please read the course offerings carefully and speak with one of the administrators if anything is unclear. We trust that we can work together as a team to make our time together one of blessing and growth.

We trust that we will have a great year together! Paul exclaims, “Oh, the depth of the riches of the wisdom and knowledge of God!... For from him and through him and to him are all things.” (Romans 11:33-36) May God bless us as we partner together to grow in our knowledge, our faith, and our service!

## Mission

Manhattan Christian inspires students to live God-glorifying lives by teaching Christ’s lordship in faith, learning, and living.

## Vision

Manhattan Christian School seeks to:

- Grow together with our students in knowledge, conviction, and maturity.
- Create a dynamic vision of Christ’s lordship,
- Nurture a personal relationship with Jesus Christ that develops a Christ-like love demonstrated to all people, and
- Inspire each other to strive for His glory in all of life.

## Portrait of a Graduate

Manhattan Christian School is seeking to develop lasting characteristic in its graduates. It is our goal that our graduate will:

- Practice godly discernment,
- Sacrifice themselves as servant leaders,
- Dare to think deeply and take action,
- Walk humbly in Christ’s footsteps with obedience and joy, and
- Create in thankful response to our Savior.

## Academic Load

A normal academic load for high school students is 7 credits per year.

## Course Selection

Individual schedules will be based on courses selected when registering. Students will be accommodated based on grade level, academic need, class space available, and other factors.

## Seniors

Each student who will be a senior has the responsibility to be certain that he/she is scheduled in all of the courses necessary to meet graduation requirements. The counselor will work with students in planning their schedules to meet these requirements, but the final responsibility for taking all of the required courses rests with the student. If a student should fail any class(es), that student must be sure to make the schedule changes necessary to pass the failed class(es) and to assure graduation with your class.

## Dropping Courses

Students may withdraw from a course through the first week of the semester provided they:

1. Have recommendations from the teacher.
2. Have parent approval.
3. Have administrative approval.

A failing grade may be given for courses dropped after the second week of the school year or semester. This failing grade will become part of the student's permanent record. Special situations will be considered.

## Honor Roll, Grade Point Average, and Class Rank

Students with a grade point average of at least 3.33 on the 4.0 scale will achieve honor roll status. Grade point averages (GPA) and class ranks are calculated on the 4.0 scale. Both grade point averages and class ranks appear on student transcripts.

## Diploma

A diploma certifying a successful completion of requirements for graduation shall be issued on the basis of successful completion of the required credits, including required and elective courses as specified, and payment of all financial fees due at school. Diplomas are withheld for disciplinary reasons at times.

## Official Transcript

Students who do not meet the minimum requirements for graduation but do attend high school for four years will be provided an official transcript that shows the record of their attendance. Student who do not meet the minimum graduation requirements will not take part in the graduation exercises.

## Course Requirements

A normal, minimum academic load for high school students is seven (7) credits per year. All fees, fines, and book bills are to be paid before students can take examinations at the end of each semester.

## Online Class Policy

1. All courses selected must be requested through the academic counselor. They will then be brought to the Education Committee.
2. All courses must be provided by an approved provider. Approved providers must be accredited by one of the following agencies: CSI, ACSI, AdvancED, OPIMT
3. costs for online courses are the sole responsibility of the student and parent. If a required course is not available to a student because of schedule conflicts created by the school MCS will absorb all costs. If MCS has paid for an online class, and student drops the class, fails the class or changes the class resulting in additional fees, student will be accessed those fees. If online class is necessary because student has failed a required MCS class, student will be responsible for those online class fees.
4. Generally, the student must be a junior or senior class member. (Under special circumstances it will be allowed for underclassmen.)
5. The course is not offered at Manhattan Christian High School.
6. The number of courses should be limited to one per semester.
7. The course needs to be approved by the Education Committee of the School Board as filling a specific need and will not be met at Manhattan Christian High School.
8. Supervision- Manhattan Christian will provide staff supervision for all courses taken online with the purpose of providing accountability and to encourage students to complete all coursework in a timely manner as outlined in course materials. Normally, this supervision will be provided by the school counselor or designee.
  - Receiving regular progress checks.
  - The MCS Supervisor will enroll students on line.
  - Technical assistance when necessary.
  - Proctoring of final exams when necessary or requested.

As with any independent educational opportunity the student is the person primarily responsible for academic success.

## Grading and Assessment

Student evaluations for academic progress and behavior are made by teachers and based on classroom and written performance. Following is the key to our marking system of A, B, C, D, F, and I:

A - Superior	D - Below average
B - Above average	F - Failure
C - Average	I - Incomplete

Following is a general guideline for converting letter grades into a percentage scale:

Grade Point Average		Scale			
A	4.00	A	95-100	C	75-78
A-	3.67	C-	92-94	C-	72-74
B+	3.33	D+	89-91	D+	69-71
B	3.00	D	85-88	D	65-68
B-	2.67	D-	82-84	D-	62-64
C+	2.33	F	79-81	F	0-61

### Incomplete Grades

Students who receive an incomplete (I) grade at the end of a marking period have two weeks from the end of the marking period to complete the work. After that date, the "I" grade automatically becomes an "F."

## Semester Exams

All students will take semester exams. Exams account for 20% of the semester grade. It is important that students adequately prepare for their exams. MCS requires students to take exams within the provided exam schedule. Students requesting to take exams either before or after a scheduled exam will pay a \$50 fee, per exam, to compensate the respective teacher for additional time required to produce and administer an alternate exam.

A senior will be exempt from his/her second semester exams if his/her third quarter GPA is at or above his/her cumulative school GPA (or maintains at least a 3.7), the fourth quarter grades maintain the cumulative level, and if s/he has missed no more than three (3) school days during the second semester. (School-sponsored absences, absences excused with a doctor's note, and one (1) college visit of reasonable length are not included in these 3 days; however, time to work out of school on the Senior Project is included in 3 days.) The fourth quarter grade will be examined the second-to-last Friday of the semester and the second semester GPA will be determined approximately a week before exams are to begin. If a senior has any unexcused absences during his/her final semester, s/he will be required to take exams. Seniors taking exams will do so the last week of regularly scheduled classes.

## College Requirements

Students should check with the school counselor and the college(s) of choice for possible requirements that go beyond our graduation requirements. For example, Montana State University requires 3 credits of mathematics at the high school level. Some colleges have foreign language requirements. It is highly advisable for students thinking of going to such a college to take foreign language in high school. Students should be aware of the requirements for colleges they may consider attending early in their high school years. The high school counselor will help students with this concern.

## Graduation Requirements and Course List

Required Courses for Graduation			
Subject	Course	CR	<input checked="" type="checkbox"/>
Bible <i>(2 credits Required)</i>	Old Testament Survey	½	
	New Testament Survey	½	
	Ethics	½	
	Apologetics	½	
English <i>(4 credits required)</i>	English 9	1	
	English 10	1	
	English 11	1	
	English 12	1	
Mathematics <i>(2 credits required)</i>	Algebra	1	
	Geometry	1	
Social Studies <i>(3 credits required)</i>	World History	1	
	U.S. History	1	
	Principles of Democracy	1	
Science <i>(2 credits required)</i>	Biology	1	
	Physical Science	1	
Physical Education <i>(1 credit required)</i>	Health 9	½	
	Health 10	½	
Fine Arts <i>(1 cr.)</i>	Art or Music	1	
Practical Arts <i>(1 credit required)</i>	Computer Applications	½	
	Personal Finance (12th grade)	½	
Other	Speech	½	
	Senior Project	½	
Electives <i>(7 credits required)</i>	Elective _____	1	
	Elective _____	1	
TOTAL CREDITS		24	
<b>Suggested College-Bound Requirements</b> <i>(meets Montana's "rigorous core" requirement for scholarships)</i>			
<i>All of the above, plus:</i>			
2 additional credits of Mathematics			
1-2 additional years of Science			
2 years of Spanish			
1 additional year of Fine Arts or Practical Arts			
TOTAL CREDITS		28	
<b>Valedictorian/Salutatorian Requirements</b>			
<i>All of the above and at least four semesters of attendance at MCS.</i>			

  

Electives			
Subject	Course	CR	<input checked="" type="checkbox"/>
Math	Pre College Algebra	1	
	Pre Calculus	1	
	Calculus	1	
	Statistics	½	
Social Studies	Economics	1	
	World Issues	½	
Science	Chemistry	1	
	Physics	1	
	Sci. Explorations*	½	
Fine Arts	Choir	½	
	Band	½	
	Art Appreciation*	½	
	Ceramics 1	½	
	Ceramics 2	½	
	Ceramics 3	½	
	Ceramics 4	½	
	Drawing 1	½	
	Drawing 2	½	
	Drawing 3	½	
	Drawing 4	½	
World Language	Spanish 1	1	
	Spanish 2	1	
	Spanish 3*	1	
	Spanish 4*	1	
Practical Arts	Desktop Publishing	½	
	Computer Animation*	½	
	Web Design*	½	
	Information Systems*	½	
	Robotics	½	
	Drafting	1	
	Accounting	1	
	Yearbook	1	
PE	Weight Training	½	
Other	Teachers Aide	¼	
	Praise and Worship*	¼	

\* not offered every year

*\*To qualify for senior class salutatorian or valedictorian, a student must complete two years of foreign language from MCHS, or another accredited high school.*

# Academic Honors

## **Honor Roll**

The Honor Roll is determined after each marking period. To be on the Honor Roll a student must have at least a 3.33 GPA and be carrying six (6) or more credits in that marking period. A certificate will be awarded at the end of the year to the student who achieves the Honor Roll every marking period.

## **Scholastic Award**

A Scholastic Award is given at the end of the school year to the junior, sophomore and freshman student who holds the highest GPA in their respective class. To qualify, students need a minimum of two semesters at MCS.

## **Citizenship Award**

A Citizenship Award is presented to the senior who best represents the ideals and goals of MCHS. This honor is awarded by teaching staff.

## **Christian Leadership Award**

A Christian Leadership Award is awarded by the board to the senior who has best demonstrated leadership and service. Seniors must apply for this award. See the principal for an application.

## **Valedictorian and Salutatorian**

Providing the class and attendance requirements have been met, MCS presents these awards to the two students who have earned the highest GPA in their course of studies. In order to qualify for Valedictorian or Salutatorian, a student must complete a minimum of four semesters at MCHS and earn at least 28 credits. In addition to the normal graduation requirements, 1-2 additional credits in math, 1-2 additional credits in science, 2 years of Spanish, 1 additional credit in fine or practical arts.

## **National Honor Society**

Membership is open to sophomores, juniors, and seniors. Faculty members evaluate and induct students based on their: 1) academic performance, 2) leadership, 3) character, and 4) service. Nominations are made during the second semester. Sophomores must have a cumulative GPA of at least 3.5; juniors and seniors must have a cumulative GPA of at least 3.33. Qualifying seniors, juniors and sophomores are rated for membership by the faculty.

# High School Course Descriptions

*It is nothing but a pious wish and a grossly unwarranted hope that students trained to be passive and non-creative in school will suddenly, upon graduation, actively contribute to the formation of Christian culture.*

—Nicholas Wolterstorff

*Please note that courses are subject to instructor availability and schedule constraints—  
not all elective courses are guaranteed to be offered.*

# Bible

## Required Classes

### **Old Testament Survey (Bible 9)**

1/2 credit

Bible 9 is an Old Testament Survey course using a Christian Schools International text, *God's Unfolding Kingdom*. The units within the course accent the growth of God's Kingdom throughout the Old Testament. Instructors will work in conjunction with the middle school Bible curriculum to accent the units not covered at that level. Students will journal on selected readings for the course work, memorize key verses accenting Biblical truths, and complete a project each quarter.

### **New Testament Survey (Bible 10)**

1/2 credit

Bible 10 is a New Testament Survey course and uses the Christian Schools International text, *Hope for God's Kingdom*. The units accent the Kingship of Jesus, the emergence of the church, the Epistles, and Revelation. Instructors will work in conjunction with the middle school Bible curriculum to accent the units not covered at that level. Students will journal on selected readings for the course work, memorize key verses accenting Biblical truths, and complete a research paper and presentation comparing world religion or cult to Christianity.

### **Ethics (Bible 11)**

1/2 credit

What are Christian ethics: What is morality? How should a Christian approach tough moral and ethical issues? What are some of the difficult life decisions that people are facing today? This class is designed to answer these questions and more. Students will seek guidance for answering these questions from scripture, from the writings of prominent thinkers on specific issues, and through discussion. Issues covered include work, racism, wealth/poverty, war, medical ethics, sexuality, earth keeping, and more. Notes and Next: Class Handouts and Exploring Ethics from Christian Schools International.

### **Apologetics (Bible 12)**

1/2 credit

What is Christian Apologetics? Apologetics is the study of defending the Christian faith. A good defense is also a good endorsement of the true faith. The course includes: a brief study of church history with an emphasis on the early Christian apologists, a close look at the history of the key doctrines of the Christian faith, an examination of competing world views, a close look at classic questions posed to Christians and a Reformed perspective for presenting and defending the faith. Notes and Texts: Class Handouts, and [Exploring Apologetics](#) from Christian Schools International.

# English

## *Required Classes*

### **English 9**

1 credit

Freshman English is a full-year course that covers a detailed review of grammar emphasizing formatting and applying those principles to writing. Research and creative writing are skills that are focused on through collaborative units with science and Bible classes. There are also units that include short stories, novels, and plays. These units include elements of writing as well as presentations.

### **English 10**

1 credit

Sophomore English is divided into two distinct semesters. During the fall, students are introduced to well-known short stories, essays and poems. They also read one novel. Students practice literary criticism and poetry analysis using terms and techniques presented in class. In analyzing both themes and content, student are encouraged to articulate a Christian response. During the spring, students will be introduced to Early American Literature in the form of speech excerpts, poetry and short non-fiction and fiction pieces.

### **English 11**

1 credit

During the first semester, the students will learn the basics of good writing: grammar, punctuation, accurate description and clarity of expression. During the second semester, this course will survey the literature coming out of the American tradition. Students will study the shaping of our national literature and the way it reflects the culture, ideas, and attitudes of its day. Students will read selected essays, poems, short stories, and two novels. Special attention will be given to the author's style and use of literary techniques.

### **Speech**

1/2 credit

This single-semester class is required for all juniors. During the first quarter, students learn to write and analyze speeches while presenting How-To, Informative, and Persuasive Speeches. Emphasis is placed on developing strong presentation style and identifying and limiting negative verbal habits. During the second quarter, students will be introduced to formal presentations and mock trials and students will participate in both, with an emphasis on structure and rules. The final project in the class asks students to write and present their personal testimonies to their peers.

### **English 12**

1 credit

During the first semester, students will take a grammar and composition refresher to prepare for the demands of college writing. Some topics included are rhetoric, punctuation, and the research and writing of a term paper. During the second semester, students will study the development of English literature using a chronological approach. The student will gain an understanding of the historical periods in which the literature was produced as well as knowledge of the various literary forms. The importance of evaluating literature from a Christian worldview will be stressed throughout the semester. Students will also cover public speaking in preparation for the senior project presentation.

### **Honors English**

1 credit

This literature and composition course focuses on close reading of literary content. It focuses on the student's ability to comprehend and interpret the form and substance of poems and prose passages. In addition, students must write clear, concise and persuasive interpretive essays in which they demonstrate an understanding of the implications of a broad range of literature. The course is also preparation for the AP English Literature Exam offered at the end of the year.

## **Fine Arts**

*All Fine Arts classes are electives*

### **Art**

*Students are advised that it is best to plan on taking an entire year of a particular art course. Upper level courses are not offered every year or guaranteed to be offered.*

#### **Art Appreciation (I and II)\***

1/2 credit per semester

Art Appreciation is a survey of non-Western and Western art. Slides, videos, and projects will supplement sections of the text.

#### **Ceramics (I,II,III, and IV)\***

1/2 credit per semester

Ceramics will stress the three dimensional art of ceramics. Hand building, throwing on the potter's wheel, and clay decoration will be covered.

#### **Crafts (I, II, III and IV)\***

1/2 credit per semester

Crafts will develop a variety of craft skills as they relate to Art, fiber art, glass art, sculpture, jewelry, and paper pop-ups. Some printmaking (serigraphs and monoprints) is included as well.

#### **Drawing (I, II, III, and IV)\***

1/2 credit per semester

Drawing will develop the student's drawing skills. A variety of media (pencil, colored pencil, chalk pastel, charcoal, pen & ink, and scratchboard) will be covered. It will be helpful to students who are looking at Art in a variety of careers.

#### **Painting (I, II, III, and IV)\***

1/2 credit per semester

Painting will develop the skills of painting both in watercolor and acrylics. A variety of techniques in painting will help to develop proficiency in this area.

### **Music**

#### **Concert Band**

1/2 credit per semester

Concert Band is primarily a performance class that consists of concerts, festivals, ceremonial events, and tours. A variety of musical styles, as well as history, theory, and technique will be taught. The primary objective is the development of instrumental skills: tone, intonation, rhythmic accuracy, interpretation, balance/blend, and playing technique. Concert Band also focuses on developing an appreciation for music and the life-long enjoyment it is capable of providing. Included in the band curriculum is also Pep Band repertoire. Students are required to participate in Pep Band performances.

#### **Concert Choir**

1/2 credit per semester

Concert Choir is primarily a performance class that consists of concerts, festivals, ceremonial events, and tours. A variety of musical styles, as well as history, theory, and technique will be taught. The primary objective is the development of vocal skills: tone, intonation, interpretation, balance/blend, stage presence, advanced part-singing, and vocal technique. Students are challenged to be expressive and channel their emotions through music. Concert Choir is a course that also provides an outlet for students to praise God through all styles of music. Concert Choir focuses on developing an appreciation for music and the life-long enjoyment it is capable of providing. The concert choir rehearses in two sections— a 9th-10th grade and an 11th-12th grade.

**Music Theory and Composition** *(not offered every year)*

1/2 to 1 credit

Students will learn the fundamentals of music theory, music notation, aural training, composition (melodies and harmonies), arranging and transposition. Students will learn to apply the knowledge and skills to their primary instruments, then expand to include secondary instruments. Students will be guided by the instructor, textbook, and work to use computer applications to complete projects.

# Foreign Language

## **Spanish I**

1 credit

Students will learn how to speak, read, write, and comprehend relevant vocabulary in Spanish, with a main focus on present tense verbs and conjugations. Cultural awareness, grammar, and written and spoken conversation skills are also introduced.

## **Spanish II**

Prerequisite: Spanish I

1 credit

Students will build on to concepts learned in Spanish I, expanding and extending vocabulary and going into past preterit and past imperfect tenses, as well as gerunds and other verb phrases. Writing and reading will be emphasized, as well as advances in conversation skills by way of story-telling. Cultures, connections, comparisons, communities and communication (the 5 Cs of Foreign Language Learning) will also be introduced.

## **Spanish III** *(not offered every year)*

Prerequisite: Spanish II

1 credit

Students will extend their study of the Spanish language by continuing onto subjunctive verbs, commands, future and future conditional verb tenses. They will also expand their conversational and writing skills by completing various projects that put their learning into action, and dig deeper into the five Cs of Foreign Language Learning.

## **Spanish IV** *(not offered every year)*

Prerequisite: Spanish III

1 credit

This class is a continuation of Spanish III. It will review and develop the grammar and vocabulary taught, as well as add to it. Students will also work to improve their conversation abilities and ad lib, as well as reading, listening, and writing, by daily practice with each other and using relevant multi-media.

## **Spanish Teacher's Assistant/Teacher's Aide\***

Prerequisite: Spanish I

1/4 or 1/2 credit per semester

This position will be offered to a(n) Spanish III and/or IV student (or a student who has completed the prerequisites and cannot fit another Spanish class, but would like to continue practicing).

## **\*Honors Spanish**

*Seniors Only– may not be offered every year*

Prerequisite: Spanish III

Co-requisite: Spanish IV

1 credit

This class is an introduction to intermediate level Spanish literature. Advanced vocabulary and grammar concepts are interspersed with cultural connections, orthography, and pronunciation practice. Refining of grammar concepts, reading, and writing, and communication skills will be the primary focus. Students who complete this course would be eligible to take the AP Spanish grammar test in the spring.

# Mathematics

## *Required Classes*

### **Algebra I**

Algebra I is a required math course. It lays the foundation for all of the higher mathematics. Among the topics studied are expressions, equations, variables, linear and quadratic equations, rational expressions, and radicals. A major emphasis of the course is problem solving— learning to set up problems and then solving them. Successful completion of Algebra I is a prerequisite for Geometry.

### **Geometry**

1 credit

Geometry is the study of points, lines, planes, shapes, area, volume, and logic. In Geometry, we are establishing the mechanics for math skills and geometric relationships needed for further study in the field of mathematics. Geometry is a prerequisite for Pre-Calculus and Pre-College Algebra.

## *Elective Classes*

### **Pre-College Algebra**

Prerequisite: Geometry

1 credit

Pre-college algebra is a course for students that need the third year of mathematics to fulfill their college entrance requirements. It reviews and adds to the Algebra and Geometry topics. It prepares the student for college math placement tests and reviews and develops Algebra skills. This class may be taken either the junior or senior year depending on the schedule.

### **Pre-Calculus**

Prerequisite: Geometry

1 credit

Pre-calculus begins by reviewing and adding to the topics in Algebra. New topics covered include logarithms, conic sections, trigonometric functions and algebra skills necessary for calculus and college mathematics.

### **Calculus**

Prerequisite: Pre-Calculus

1 credit

Calculus applies math skills already learned in earlier math classes. This class is designed to prepare students for college math classes, with a strong emphasis on calculus.

### **Honors Calculus (Seniors)**

Prerequisite: Pre-Calculus

1 credit

Honors Calculus is a rigorous class in mathematics studying both differential and integral calculus. Students who successfully complete this course have the option of taking the Advanced Placement AB Calculus Test (a passing score earns college credit for one semester of calculus.)

### **Statistics**

Prerequisites: Algebra II or Pre-calculus

1 credit

This course is an introduction to college statistics. Students will become acquainted with data gathering, data organization, probability and technological tools to analyze statistics. This course will be most helpful for students who are possibly heading to tech school or who may be going to continue their studies in the social sciences rather than natural sciences. Prepares students for the AP Statistics exam.

# Physical Education

## *Required Classes*

### **PE/Health 9**

1/2 credit

Students continue to develop socially, physically, intellectually, and spiritually. They will work on improving muscular development and coordination in the physical setting. Health will focus on improving the knowledge of the beautiful God-given human body as well as other spiritual and physical topics.

### **PE/Health 10**

1/2 credit

Students continue to develop socially, physical, intellectually, and spiritually. They will work on improving muscular development and coordination in the physical setting. Health will focus on improving the knowledge of the beautiful God-given human body as well as other spiritual and physical topics.

## *Elective Classes*

### **Weight Training and Lifetime Sports**

(Not offered every year)

1/2 credit per semester

Teacher guided and student directed emphasis on the muscular development, strengthening and conditioning of the body. Social interaction, safety, and spiritual well-being are key components of this class. 3-4 days per week will be spent on weight training and 1-2 days will be spent on lifetime sports such as Frisbee, golf, rock climbing, etc.

# Practical Arts

## *Required Classes*

### **Computer Applications**

1/2 credit

Students will learn to operate a computer within the Windows environment. The Windows Operating System as well as the Microsoft Office Suite and Google Apps will be covered extensively.

### **Personal Finance**

Prerequisite: Junior or Senior Level

1/2 credit

Students will learn the skills necessary to manage their personal finances and be responsible stewards of what has been given to them. Topics covered will include banking, insurance, taxes, saving and investing, time management, job hunting, using credit, budgeting, and consumer safety.

## *Elective Classes*

### **Accounting**

Prerequisite: Computer Applications

1 credit

This course demonstrates Christian ethics through discussion of case analysis involving accounting and accounting methods. Students are introduced to the double-entry method of accounting. Students learn basic accounting for a sole proprietorship, partnership, and corporation. Specific topics covered include using a general journal, posting from a general journal, cash control, using worksheets as well as preparing financial statements. Students learn adjusting/closing entries, as well as journalizing purchases, cash payments sales and cash receipts. They learn how to post to both general and subsidiary ledgers. They learn payroll and common accounting practices. Automated Business simulations are used in addition to the textbook to give the student a feel for real-life accounting situation.

### **Database Design and Development**

Prerequisite: Computer Applications

1/2 credit

Students in this class will learn the elements of a relational database including tables, forms, queries, and reports. Students will build a relational database from the ground up using Microsoft Access. After the structure of the database is in place, students will learn to customize it as a stand-alone application for the end user including menus, command buttons, switchboards, etc.

### **Desktop Publishing**

Prerequisite: Computer Applications

1/2 credit

Students will learn to produce professional looking document such as letters, memos, brochures, advertisements, booklets, etc. using desktop publishing software. Graphic design principles will be introduced as well as basic photo editing.

### **Drafting**

1 credit (limited enrollment, preference given to upper-class students)

Drafting is a two semester course covering basic design principles in mechanical drawing. Students will also work with architectural drafting during the second semester. The course will include three dimensional work on the computer.

### **Internet & Web Page Fundamentals**

Prerequisites: Computer Applications and Desktop Publishing, offered every other year

1/2 credit–

Students will learn the ins and outs of using the Internet to research, communicate, purchase items, etc. Safety and security will also be discussed as well as Christian ethics while surfing. Students will then work on creating their own web pages using various forms of software and HTML coding.

## **Robotics I\***

1 Credit: Full Year Class

(Limited enrollment, preference given to upper-class students)

The VEX Robotics Design System offers an exciting platform for learning about areas rich with career opportunities spanning science, technology, engineering, and math. These are just a few of the many fields students can explore by creating the VEX Robotics technology. Beyond science and engineering principles, a VEX Robotics project encourages teamwork, leadership, and problem solving among groups. Throughout the course, students will create robots that compete in various challenges. The challenges range from programming the robot to complete an obstacle course without any human intervention to playing soccer against other team's robots.

## **Yearbook**

1 Credit: Full Year Class

Students in this class create the MCS annual, the Messenger. Students complete all parts of the project from designing pages to photography, interviews, and writing stories. A high level of individual motivation is necessary as is a desire to develop fluency using computer-publishing programs. Students also participate in the marketing and sale of yearbooks.

# Science

## *Required Classes*

### **Biology**

1 credit

This class is offered alternating years for Freshmen and Sophomores. Biology addresses many life science topics including ecology, cell structures and function, genetics, along with the study of organisms from all various kingdoms.

### **Physical Science**

1 credit

This class is offered alternating years for Freshmen and Sophomores. We begin the year with a semester of Astronomy. Then, during the spring semester, we cover Physical Science which lays the groundwork for both Chemistry and Physics covering topics ranging from energy, work and mechanics, to matter and atoms.

## *Elective Classes*

### **Chemistry**

Offered to Juniors and Seniors

1 credit

Chemistry is often called “the central science” as it is the foundation for many other branches of scientific study. This class covers data analysis, atomic structure, the periodic table, chemical bonding, chemical reactions, the mole, stoichiometry, states of matter, equilibrium, and acids and bases, among others.

### **Physics**

Offered to Juniors and Seniors

1 credit

Physics is known as the “basic science” as it explores the nature of things around us. This class addresses the broad area of mechanics, which includes linear and projectile motion, Newton’s Laws, momentum, circular motion and universal gravitation in the first semester. Sound, light, electricity and magnetism are topics covered during the second semester.

### **Scientific Explorations**

1/2 credit

Scientific Explorations is a project-based class available to juniors and seniors. Students use their skills and curiosity to develop and explore a research question through the scientific method and Christian worldview. Students will research, design and perform experiments, analyze data, and draw conclusions from their work. The culmination of the project will be to publish the results and develop a presentation. This open-ended type of learning environment allows students the freedom to follow their interests and passions, to explore their curiosity, and to be creative and inquisitive within the framework of structured, project-based parameters.

# Social Studies

## *Required Classes*

### **Principles of Democracy**

1 credit

Principle of Democracy looks at the origins of democracy and the American system of government. Topics include the basics of a federal system, the election process, congressional structure and power and law making. The executive and judicial branches are covered during the second semester, along with important court cases, constitutional amendments, and the issues of civil rights and liberties.

### **U.S. History**

1 credit

U.S. History is the study of the development of the United States from its exploration and colonization to the present. The course includes a study of cultural changes, mysteries or scandals, military events of historical significance, the physical growth of boundaries, and the Christian growth or decline of our country. Most importantly, as a Christian, a person needs to evaluate an American perspective on life and what we can specifically learn to our own spiritual growth. At the end of this study, as Christians, historians, and scholars, life should be analyzed on its political, geographical, and cultural aspects on us and the world.

### **World History**

1 credit

World History is the study of past civilizations and historically changing events. The study covers Early Civilizations: Mesopotamia, Egypt, and China; Classical Civilizations: Greece and Rome; Transition Period: Middle Ages, Renaissance, Reformation, Exploration, and Growth of Absolute Monarchies; then to the 18th, 19th, and 20th Centuries: French Revolution, World War I, World War II, and the Cold War. Throughout each of these, the life of a Christian and their perspective on the factors of history and today will be examined. These studies are examined by the use of homework, quizzes, projects, and tests to look at many unique aspects of historical life.

## *Elective Classes*

### **Economics**

Micro Economics: First Semester

Macro Economics: Second Semester

1/2 credit (grades 10-12) per semester: Total 1 credit

Economics includes the study of choices of individuals and large entities, economic structures, the theory of supply and demand, market structure, investments, macroeconomics, and resources for the formation of business.

### **World Issues** *(not offered every year)*

1/2 credit

In this class students look at major issues facing the world community today. They look deep into issues that are in the news today or have been a major issue for years. Previous topics have been global terrorism, economics, human trafficking and immigration, global politics, and the drug trade. The class is designed to focus on issues that are pressing and is geared toward teaching students how to be discerning and knowledgeable about these issues.

## Other Electives

### **Independent Study**

A student who wishes to do an independent study must have in place an agreement with the teacher supervising the study before registering for it.

### **Teacher's Aide**

1/4 credit per semester

A student may serve as a teacher's aide. The student must agree to be in the teacher's classroom every day at the scheduled time. The student must let the teacher know if s/he will be absent. This credit will be on a pass/fail basis as determined by the supervising teacher.

### **Work Study**

1/4 credit per semester

A student may serve in opportunities to work that may not be with a teacher but under the supervision of other staff members.

### **European Trip** (not offered every year)

1/2 credit

Dependent upon student interest and teacher availability, a one semester class may be offered during zero hour. The typical class can focus on any or all of the following: art, history, culture, language, and foods of the particular European destination that will be visited as a culmination of the class.

### **Career Exploration (School to Work)**

1/2 credit up to 2 full credits

(Limited to grade 12 students) This opportunity is limited to Grade 12 students and has to work with the schedule for required classes. Cooperating with local businesses, the school will place students on site for hands on learning experiences. Credit earned will depend on the time spent on location. Interested students should speak with the school counselor before registering for this opportunity.

### **Online Classes**

Students at Manhattan Christian High School may choose to take online classes, provided they align with current policy.

## Senior Project and Presentation

*Senior Project is a required class*

### **Senior Project and Presentation**

1/2 credit

The Senior Project is the culminating event of each senior's educational experience at MCS. The purpose of this year long project is to demonstrate the knowledge gained and maturity achieved during a student's high school career. Each senior will have the opportunity to choose a personal area of study and then use their talents, skills, and creativity in order to demonstrate their ability to plan, think, and write with insight and discernment, speak in public, meet deadlines, and work with others— all within a Christian worldview.

