

PVHS Other Departments

2008-09 Course Descriptions

Driver Education	This one-quarter course focuses on the critical behavioral skills needed for novice drivers to be introduced to the highway transportation system. Driving, vehicle control, driving in different environments and driver responsibility is studied. Attention is given to the California Vehicle Code as it relates to operating vehicles within the state.
Internship	Students enrolled in this program are not paid but receive elective credits for a minimum of five hours work per week. As an example, a student interested in a dental career may work during or after school observing in a dental office. Other areas may be medicine, architecture, teaching, or any other profession. This is a chance to explore new technology in various special programs.
Leadership	Elected and appointed student leaders develop skills necessary for successful leadership in a democratic society by organizing, implementing, and evaluating student council business under the direction of the Activities Director.
Office Assistant	This course is designed to give the student practical office experience under the direct supervision of staff personnel. Duties may include operation of the switchboard, using the photocopy machine, answering the phone, relaying messages and transacting the business of the office assigned. An OA may not leave campus nor have access to specific information regarding the academic progress of individual students. A maximum of 20 credits is available.
Project Ego	Project Ego is a special community-based program designed to offer career direction and experience to high school seniors and juniors. Students are required to attend semi-monthly seminars conducted by the associate principal, Project Ego coordinator, community business professionals and psychology interns. Project Ego was conceived by the PVP Education Foundation and is sponsored by the Palos Verdes Sunset rotary in cooperation with the school district.
Study Skills	Students apply strategies to use in general education classes. Students will learn and reinforce basic skills to understand English and math concepts and apply skills to problem solving. Students will learn the guiding principles and key components of an effective English and math program that meets the California High School Exit Exam (CAHSEE) standards.
Survival of Singles	The Post-secondary Transitions course (Survival of Singles) addresses preparation for life following graduation. In this semester course, students will explore and investigate aspects of career, vocational training, and higher education. They will develop communication skills affecting interpersonal, professional, and academic relationships. In the process, each student will compile a portfolio of transition materials, including a resume, letters of recommendation, transcripts, work samples, scholarship applications, and personal inventories. Students will identify a career pathway of interest on which to evaluate goals, skills, talents and abilities.
Teacher Assistant	Students work as assistants to teachers. Regular attendance is required. The teacher assistant will report daily to the assigned teacher or substitute teacher. In the event there is no assignment, the TA will remain with the assigned teacher for the period, or under prior arrangements, remain under the supervision of another teacher or secretary in one of the offices. The TA is not to be left unsupervised in a classroom. A student may not be a TA more than one period per semester nor earn more than 20 credits. A TA may not leave campus nor have access to specific

information regarding the academic progress of individual students.

Work
Experience

The Work Experience Education Program is an accredited high school course, approved by the California State Department of Education. Students gain practical experience through exploratory observation or performance, during and after school in a variety of jobs in industry, business, or the professions. Students receive grades and school credit for work and related instruction assignments that are completed.

Yearbook 1-4

This is a one-to-four year course in yearbook production, covering news and feature writing, caption writing, headline writing, and copy reading. Students receive beginning and advanced instruction in graphic design computer skills as they create and layout all 600 pages of the yearbook. Students will be expected to devote extra time after normal school hours.