Most courses are available online. For students who do not have access to high-speed Internet, courses are also available via paper-based instruction. Refer to the enrollment packet (online at griggs.edu/pdfs/enrollgia.pdf) to choose the course that is right for you.

**Business and Technology**

1 Unit — Standard and College Prep

Accounting (1 Unit) — paper only
You will examine basic procedures used by businesses organized as proprietorships, partnerships and corporations to record, classify and summarize business transactions in accounting records. You will learn the methods of preparation and the various uses for financial statements in the accounting cycle. **TOPICS:** Forms of ownership, assets and liabilities, owners’ equity, financial statements, payroll, income tax.

Computer Applications for Office Suite 2013 (1 unit)
Prerequisite: Student must have basic keyboarding skills. Required purchases: SimNet and Office Suite 2013. Other versions or programs not compatible. **TOPICS:** In this course you will be introduced to the Microsoft Office Suite 2013 focusing on: Word, Excel, PowerPoint, Outlook and Access. These programs will allow you to become proficient in word processing, spreadsheets, presentations, managing desktop information through Outlook, and basic database management, while building a strong foundation in each application. It requires access to a computer with Internet access. The course utilizes SimNet Online (software simulation) which must be purchased for a fee. Instructions for purchase are found in the Course Introduction.

**Minimum computer requirements:**
- 1GB+ RAM is required, 2GB+ is recommended for exams and lesson with multiple modules
- 1Ghz+ processor
- Screen resolution of 1024px X 768px or higher

**Computer software requirements (software is not available through GIA)**
- Adobe Flash Player (free download)
- Firefox (free download) is the recommended browser
- Microsoft Office Suite 2013 (Word, PowerPoint, Excel, Access, Outlook)—Other versions will NOT work.
- Adobe Acrobat Reader (free download)

Note for MAC users: While the course is designed with the Windows platform in mind, there are alternate instructions for the OS X platform available. Students using a MAC computer should notify the instructor immediately upon enrollment.

**Other:** Internet functionality requires dial-up or high-speed Internet access; local or long-distance charges may apply if using dial-up. Software is not available through GIA.

**Dropbox/Printer:** Projects ideally are submitted via the Griggs Online/Desire2Learn Dropbox, therefore a printer is not necessary for completion of the course.

Entrepreneurship (½ Unit) — Online only
Do you dream of owning your own business? This course can give you a head start in learning about what you’ll need to own and operate a successful business of your own. Students will explore creating a business plan, financing a business, and pricing products and services. Students will also learn more about the regulations that apply to businesses, marketing products and services, and the legal and ethical guidelines that govern businesses.
Healthcare Professions (½ Unit)—Online only
Will we ever find a cure for cancer? What treatments are best for conditions like diabetes and asthma? How are illnesses like meningitis, tuberculosis, and the measles identified and diagnosed? Health sciences provide the answers to questions such as these. In this course, students will be introduced to the various disciplines within the health sciences, including toxicology, clinical medicine, and biotechnology. They will explore the importance of diagnostics and research in the identification and treatment of diseases. The course presents information and terminology for the health sciences and examines the contributions of different health science areas.

Keyboarding (½ Unit)—Online Only
Note: For students without previous keyboarding experience; upon GIA advisor approval. Credit applies as elective credit only.
This is a skill-building course that emphasizes good technique. The student works toward goals that develop speed and accuracy. This is a pass/fail course based on a competency exam at the end of the course. TOPICS: keyboarding, speed, accuracy.

Personal and Family Finance (½ Unit)—Online only
How do our personal financial habits affect our financial future? How can we make smart decisions with our money in the areas of saving, spending, and investing? This course introduces students to basic financial habits such as setting financial goals, budgeting, and creating financial plans. Students will learn more about topics such as taxation, financial institutions, credit, and money management. The course also addresses how occupations and educational choices can influence personal financial planning, and how individuals can protect themselves from identity theft.

Public Speaking I (½ Unit)—Online only
The art of public speaking is one which underpins the very foundations of Western society. This course examines those foundations in both Aristotle and Cicero’s views of rhetoric, and then traces those foundations into the modern world. Students will learn not just the theory, but also the practice of effective public speaking, including how to analyze the speeches of others, build a strong argument, and speak with confidence and flair. By the end of this course, students will know exactly what makes a truly successful speech and will be able to put that knowledge to practical use.

Consumer Sciences

6 Units Electives—Standard and College Prep

Culinary Arts (½ Unit)—Online only
Food is fundamental to life. Not only does it feed our bodies, but it’s often the centerpiece for family gatherings and social functions with friends. In this course, you will learn all about food including food culture, food history, food safety, and current food trends. You’ll also learn about the food service industry and try your hand at preparing some culinary delights. Through hands-on activities and in-depth study of the culinary arts field, this course will help you hone your cooking skills and give you the opportunity to explore careers in this exciting industry.

Early Childhood Education (½ Unit)—Online only
Children experience enormous changes in the first few years of their lives. They learn to walk, talk, run, jump, read and write, among other milestones. Caregivers can help infants, toddlers, and children grow and develop in positive ways. This course is for students who want to influence the most important years of human development. In the course, students learn how to create fun and educational environments for children; how to keep the environment safe for children; and how to encourage the health and well-being of infants, toddlers, and school-aged children.

Fashion and Interior Design (½ Unit)—Online only
Do you have a flair for fashion? Are you constantly redecorating your room? If so, the design industry might just be for you! In this course, you’ll explore what it is like to work in the industry by exploring career possibilities and the background that you need to pursue them. Get ready to try your hand at designing as you learn the basics of color and design then test your skills through hands-on projects. In addition, you’ll develop the essential commu-
communication skills that build success in any business. By the end of the course, you’ll be well on your way to developing the portfolio you need to get your stylishly clad foot in the door of this exciting field.

**Foods (¼ Unit)—Online only**
This study teaches you are what you eat is a fact that cannot be dismissed lightly. This timely course provides a basic knowledge of the fundamentals of nutrition and meal planning. **TOPICS:** The healthful preparation of food, benefits of a vegetarian diet, managing the food budget, preparing well-balanced meals, setting an attractive table

**Home Planning (¼ Unit)—Paper only**
In this course students will learn the principles of home buying and ownership. **TOPICS:** Choosing the type and location of a new home, financing, interior decorating, furnishing the rooms

**Consumer Science Dual Credit Options through Andrews University (1 Unit)**

**Nutrition (Offered Spring semester)**
Must be approved by GIA high school student advisor BEFORE enrollment. See the website for more information: https://www.andrews.edu/distance/courses/hs.html

**English**

4 Units—**Standard and College Prep**

**Note:** Students need to consult with the high school advisor before deciding which sequence of English courses best meets their needs.

**Introduction to Composition and Literature (1 Unit)**
Designed to meet the requirement for 9th grade English. **TOPICS:** Narration, exposition, description, argumentation, writing skills, usage, spelling, sentence and paragraph structures

**English I (1 Unit)**
This course is designed to meet the requirement for 9th grade English. Course explores world literature as examples of literary styles. **TOPICS:** Basic elements of writing, literary forms, research report, short stories, expository, persuasive, narrative, descriptive essays and poetry

**English II (1 Unit)**
**Prerequisite:** English I or equivalent. **TOPICS:** Grammar, literary genres, literary analysis, reading strategies, short compositions

**American Literature (1 Unit—required)**
**Prerequisites:** English I and English II
This study explores American authors from colonial days to the present, paying attention to the times in which they lived and the changes in literary thought that affected their work. Practice in composition is provided, and the ability to analyze literary works is emphasized. **TOPICS:** Puritanism, Deism, the Neoclassical Movement, the Romantic Movement, Realism and Naturalism, Expressionism

**British Literature (1 Unit)**
**Prerequisites:** English I and English II
Major British writers in the context of historical time periods are surveyed. Composition practice is included, chiefly within the framework of the analysis of literary works. **TOPICS:** The Anglo-Saxon, Medieval and Renaissance eras; Puritan, Cavalier and Metaphysical Poetry; the Enlightenment; the Romantic, Victorian and Modern eras

**Public Speaking I (¼ Unit)—Online only**
The art of public speaking is one which underpins the very foundations of Western society. This course examines those foundations in both Aristotle and Cicero’s views of rhetoric, and then traces those foundations into the modern world. Students will learn not just the theory, but also the practice of effective public speaking, including how to analyze the speeches of others, build a strong argument, and speak with confidence and flair. By the end of this course, students will know exactly what makes a truly successful speech and will be able to put that knowledge to practical use.
English Dual Credit Options through Andrews University (1 Unit)

College Writing I (Offered Fall & Spring semesters)
College Writing II (Offered Spring semester only)

Must be grade 12 student and approved by GIA high school student advisor BEFORE enrollment. See the website for more information: https://www.andrews.edu/distance/courses/hs.html

Fine Arts

1 Unit—Standard and College Prep

Art History (1 Unit)
This course introduces the student to painting, sculpture and architecture from ancient times to the twentieth century. Students learn to develop an eye for technique.
TOPICS: Greek and Roman art, Renaissance painting and sculpture, Baroque and Neoclassical art, Impressionism, Expressionism, Abstract art

Art in World Cultures (½ Unit)—Online only
Who is the greatest artist of all time? Is it Leonardo da Vinci? Claude Monet? Michelangelo? Pablo Picasso? Is the greatest artist of all time someone whose name has been lost to history? You will learn about some of the greatest artists while also creating art of your own, including digital art. We will explore the basic principles and elements of art, learn how to critique art, and examine some of the traditional art of the Americas, Africa, and Oceania in addition to the development of Western art.

Music Appreciation (½ Unit)—Online only
Music is part of everyday lives and reflects the spirit of our human condition. To know and understand music, we distinguish and identify cultures on local and global levels. This course will provide students with an aesthetic and historical perspective of music, covering a variety of styles and developments from the Middle Ages through the Twenty-First Century. Students will acquire basic knowledge and listening skills, making future music experiences more informed and satisfying.

Photography I (½ Unit)—Online only
Have you ever wondered how photographers take such great pictures? Have you tried to take photographs and wondered why they didn’t seem to capture that moment that you saw with your eyes? The Digital Photography I course focuses on the basics of photography, including building an understanding of aperture, shutter speed, lighting, and composition. Students will be introduced to the history of photography and basic camera functions. Students will use the basic techniques of composition and camera functions to build a portfolio of images, capturing people, landscapes, close-up, and action photographs.

Photography II (½ Unit)—Online only
In today’s world, photographs are all around us, including in advertisements, on websites, and hung on our walls as art. Many of the images that we see have been created by professional photographers. In this course, we will examine various aspects of professional photography, including the ethics of the profession, and examine some of the areas that professional photographers may choose to specialize in, such as wedding photography and product photography. We will also learn more about some of the most respected professional photographers in history and we will learn how to critique photographs in order to better understand what creates an eye-catching photograph.

Health and Physical Education

1 Unit—Standard and College Prep

Health (½ Unit)
In this study students become aware of the importance of mental, social, physical and environmental health. They will explore how choices and behavior affect the components of good health. TOPICS: Stress, relationships, public health, nutrition, body structure and systems, the human life cycle, substance abuse, diseases and disorders, safety

Physical Education (½ Unit)—Online only
This course emphasizes physical fitness. TOPICS: Development and maintenance of a personal fitness program.
History and Social Sciences

3 Units—Standard and College Prep

American Government (1 Unit; ¼ Unit required)
This study is a comprehensive survey of the operation of federal, state, county and city governments. The course examines all aspects of government: statute-making, diplomacy, labor policies, public finance, etc. Emphasis is placed on the work of the government in promoting the interests of the people and in addressing itself to current topics. TOPICS: The Constitution; civil rights and equality; the legislative, judicial and executive branches; the Federal Reserve

Criminology (¼ Unit)—Online only
In today’s world, crime and deviant behavior rank at or near the top of many people’s concerns. In this course, we will study the field of Criminology — the study of crime. We will look at possible explanations for crime from the standpoint of psychological, biological and sociological perspectives, explore the categories and social consequences of crime, and investigate how the criminal justice system handles not only criminals, but also their misdeeds. Why do some individuals commit crimes why others do not? What aspects in our culture and society promote crime and deviance? Why are different punishments given for the same crime? What factors...from arrest to punishment...help shape the criminal case process?

Geography (1 Unit)
This course will introduce the terms used to describe both human and physical geography. The student will learn about the different countries of the world (languages, religions, political systems and economics), as well as landforms such as mountain ranges and major rivers. TOPICS: North America, Latin America, Europe, Russia, Asia, Africa, Australia, Oceania

Holocaust History (¼ Unit)—Online only
Holocaust education requires a comprehensive study of not only times, dates, and places, but also the motivation and ideology that allowed these events. In this course, students will study the history of anti-Semitism; the rise of the Nazi party; and the Holocaust, from its beginnings through liberation and the aftermath of the tragedy. The study of the Holocaust is a multi-disciplinary one, integrating world history, geography, American history, and civics. Through this in-depth, semester-long study of the Holocaust, high school students will gain an understanding of the ramifications of prejudice and indifference, the potential for government-supported terror, and they will get glimpses of kindness and humanity in the worst of times.

United States History (1 Unit—required)
This course covers an in-depth examination of the founding and development of the United States. Students will follow the growth of America from a handful of colonies to one of the world’s most powerful nations. TOPICS: Europeans in North America, the Revolutionary War, Manifest Destiny, the Civil War, the Industrial Revolution, the United States in the twenty-first century

World History (1 Unit)
In this course the student will experience a careful and thought-provoking overview of world history (ancient times to the twentieth century). They will study the great issues, inventions, figures and ideas that made the past and shaped the present. TOPICS: The ancient world, development of major religions, the Renaissance and Reformation, the world wars

History and Social Sciences Dual Credit Options through Andrews University (1 Unit)

Civilizations & Ideas I (Fall semester)
Civilizations & Ideas II (Spring semester)
Introduction to Psychology (Fall & Spring semesters)

Must be approved by GIA high school student advisor BEFORE enrollment. See the website for more information: https://www.andrews.edu/distance/courses/hs.html
High School Course Descriptions

Mathematics

3 Units—Standard
4 Units—Required for College Prep

Note: Students need to consult with the high school advisor before deciding which sequence of Mathematics courses best meet their needs.

Pre-Algebra (1 Unit)—Paper only
Note: Pre-Algebra will be recorded as an elective unit. An additional math unit will be required. Approval needed by GIA High School Advisor prior to enrollment. Pre-Algebra is designed to sharpen your arithmetic skills and introduce the abstract concepts that will be used in Algebra I. A calculator will be used throughout the course. TOPICS: Number patterns, order of operations, equations, evaluating expressions with variables, formulas, polygons, inequalities, absolute value, exponents, scientific notation, fractions and more

Consumer Math (1 Unit)
This course is about money. The student will learn to budget, spend, invest and make a variety of decisions concerning money, along with learning the skills to evaluate financial information. TOPICS: Budgeting money, income and property taxes, investing in stocks and bonds, finding interest rates, financial accounts, loans, purchasing and renting of cars and home

Algebra I (1 Unit)—required
This course is designed to lead the student through algebra step by step. Students learn the fundamental algebraic operations that are the foundation of all mathematics. TOPICS: Real numbers, solving equations and problems, polynomials, fractions, functions, systems of linear equations, inequalities

Geometry (1 Unit)
Prerequisite: Algebra I
The student is introduced to the principal concepts of Geometry and is prepared for courses in higher mathematics. TOPICS: Lines, planes, triangles, circles, constructions, measuring solid figures, coordinates, theorems, proofs

Algebra II (1 Unit)
Prerequisite: Algebra I
This course carries the student further into the field of mathematics as they begin to apply skills taught in Algebra I. TOPICS: Linear, quadratic and simultaneous equations; laws of exponents, progression, binomial theorem, logarithms, rational and irrational numbers

Personal and Family Finance (½ Unit)—Online only
How do our personal financial habits affect our financial future? How can we make smart decisions with our money in the areas of saving, spending, and investing? This course introduces students to basic financial habits such as setting financial goals, budgeting, and creating financial plans. Students will learn more about topics such as taxation, financial institutions, credit, and money management. The course also addresses how occupations and educational choices can influence personal financial planning, and how individuals can protect themselves from identity theft.

Mathematics Dual Credit Options through Andrews University (1 Unit)

Pre-Calculus (Fall semester)
Calculus I (Spring semester)
Must be approved by GIA high school student advisor BEFORE enrollment. See the website for more information: https://www.andrews.edu/distance/courses/hs.html

Modern Languages

2 Units—College Prep

Spanish I (1 Unit)—Online only
This course introduces written and spoken Spanish through a study of basic vocabulary and grammar. Reading, speaking, listening and writing skills are developed. The culture of Spanish-speaking countries is explored.
Spanish II (1 Unit)—*Online only*

**Prerequisite:** Spanish I

Basic reading, speaking, listening and writing skills taught in Spanish I are expanded and refined. Paragraph writing is developed. The culture of Spanish-speaking countries is explored.

**Religion**

4 units—*Standard and College Prep*

**Bible I (1 Unit)**

This course begins the Crossroad series which leads young people to the loving and redeeming God of Scripture. His self-revelation has its focus and fulfillment in the life, death, resurrection and intercession of Jesus Christ. His substitutionary death on the Cross is the sole basis of Christian assurance. With Christ as Savior and Lord, each believer is enabled, through the Holy Spirit, to experience a life of worship, growth and service. Each one is then eager to proclaim and stand ready for His return. **TOPICS:** God’s Word and your life, God’s gifts (creation and salvation), God and the human family, Jesus and His world, His kingdom, His people, the Cross.

**Bible II (1 Unit)**

This is the second course in the Crossroad series which traces the history of the church from Old Testament times and the early Christian believers to modern times, revealing how God’s overall plan and purpose have been carried out in the affairs of nations. **TOPICS:** Moses and the children of Israel, the Decalogue, the prophets, the early Christian Church, God’s remnant church.

**Bible III (1 Unit)**

Four nine-week units comprise the religion curriculum for grades 11–12. Each unit is published separately.

- **Beliefs (¼ credit)**
  The beliefs of the Seventh-day Adventist Church are introduced and evaluated to show how each leads to a personal relationship with Jesus.

- **Daniel and Revelation (¼ credit)**
  Through these books, God offers His perspective of the past, reassuring views of the future, and for today, hope and forgiveness that only a loving Creator can provide.

- **Friendships (¼ credit)**
  This course helps the student to understand the mechanics behind friendships, the test of true love and self-worth in a relationship.

- **Romans (¼ credit)**
  This unit studies the book of Romans and how the Gospel is available to all who believe.

**Bible IV (1 Unit)**

Four nine-week units comprise the religion curriculum for grades 11–12. Each unit is published separately.

- **Hebrews (¼ credit)**
  In this course students will discover the central theme of the book of Hebrews, the author’s main concern and how Jesus is the only solution.

- **Life Philosophy and Moral Issues (¼ credit)**
  This course leads students to know their life philosophy, introducing them to the key words of philosophy, moral issues and how a Christian responds to philosophical problems in life.

- **Marriage and Family (¼ credit)**
  This study teaches God’s design for love and companionship in the context of marriage and the family. Practical information such as disciplining children, money management and divorce are explored.

- **Worldviews and Religion (¼ credit)**
  This course discusses not only the major world religions, but also worldviews, cults and alternative religions and the Christian’s response to them.

**Religion Dual Credit Options through Andrews University (1 Unit)**

**God & Human Life (Fall semester only)**

**Doctrines of Adventist Faith (Fall semester only)**

**Personal Spirituality & Faith (Spring semester only)**

Must be approved by GIA high school student advisor BEFORE enrollment. See the website for more information: https://www.andrews.edu/distance/courses/hs.html
High School Course Descriptions

**Sciences**

2 units—*Standard*
4 units—*College Prep*

(1 unit requires Chemistry or Physics)

**Biology (1 Unit—required)**
This course surveys the structure, function, classification and inter-relationships of living organisms. It takes a creationist stance but discusses the theory of evolution. Virtual lab. **TOPICS:** Forms, functions and groupings of flora and fauna, human physiology, ecology

**Chemistry (1 Unit)**
This course covers chemical theory and descriptive chemistry, with emphasis on the structure and periodicity of the elements. Concepts are reinforced with numerous lab experiments. Virtual lab. **TOPICS:** Chemical energetics, measurement, structure of atoms, bonding, stoichiometry, gases, ionization, hydrocarbons, oxidation, reduction **Note:** Requires computer. CD Compatible with MAC/WIN

**Earth Science (1 Unit)**
This course surveys the basic physical sciences. Students are introduced to the natural laws that form the building blocks of all sciences. Virtual lab. **TOPICS:** Geology, biology, meteorology, oceanography, astronomy, physics, creation vs. evolution **Note:** Requires computer. CD Compatible with MAC/WIN

**Forensic Science I (½ Unit)—Online only**
Fingerprints. Blood spatter. DNA analysis. The world of law enforcement is increasingly making use of the techniques and knowledge from the sciences to better understand the crimes that are committed and to catch those individuals responsible for the crimes. Forensic science applies scientific knowledge to the criminal justice system. This course focuses on some of the techniques and practices used by forensic scientists during a crime scene investigation (CSI). Starting with how clues and data are recorded and preserved, the student will follow evidence trails until the CSI goes to trial, examining how various elements of the crime scene are analyzed and processed.

**Forensic Science II (½ Unit)—Online only**
Although the crime scene represents the first step in solving crimes through forensic science, the crime laboratory plays a critical role in the analysis of evidence. This course focuses on the analysis of evidence and testing that takes place within this setting. We will examine some of the basic scientific principles and knowledge that guides forensic laboratory processes, such as those testing DNA, toxicology, and material analysis. Techniques such as microscopy, chromatography, odontology, entomology, mineralogy, and spectroscopy will be examined

**Physical Science (1 Unit)**
This course introduces the principles of physics and chemistry. Virtual lab. **TOPICS:** Energy, sound, light, matter, elements, compounds, solutions, chemical reactions **Note:** Requires computer. CD Compatible with MAC/WIN
Physics (1 Unit)—Paper only
This qualitative course explores the physics of motion, properties of matter, electromagnetism and light. The course progresses in historical sequence from the discoveries of Galileo and Newton through the classical physics of electricity, magnetism and light to the insights of modern physics and relativity. Emphasis is on explanation rather than calculation. The course will prepare the student for introductory, quantitative (algebra/calculus-based) physics at the college level.

TOPICS: Motion, energy, gases and liquids, atoms, waves and vibrations, sound, electric current, magnetism, light

Veterinary Science (½ Unit)—Online only
As animals play an increasingly important role in our lives, scientists have sought to learn more about their health and well-being. Taking a look at the pets that live in our homes, on our farms, and in zoos and wildlife sanctuaries, this course will examine some of the common diseases and treatments for domestic animals. Toxins, parasites, and infectious diseases impact not only the animals around us, but at times... we humans as well! Through veterinary medicine and science, the prevention and treatment of diseases and health issues is studied and applied.

University Credit for High School (Dual Credit)

University Credit for High School Students (Dual Credit) is an initiative developed by Andrews University to celebrate the addition of Griggs International Academy to the Andrews family. This program is an amazing opportunity for students enrolled in Grades 10, 11 or 12 to earn Andrews University credit for $100 per credit hour. Students with at least a 3.0 GPA are eligible to enroll in a maximum of two courses per semester. University Credit for High School courses must be approved by high school student advisor BEFORE enrollment. See the list of courses available at www.andrews.edu/distance/courses/hs.html.

Credit Recovery Courses

Credit recovery is a way for students to get back on the educational track after failure of a course without restructuring the school schedule or loss of time waiting for the next school year. Students take a condensed version of the course which covers general subject area requirements within a 12 week period of time. All courses are online only.

Courses offered:
- Consumer Math
- English I
- Biology
- American Government
- Earth Science
- Algebra I

Course Length: Courses must be completed within a 12 week period

Cost and Payment:
- $250 for full credit
- $30 technology fee
- $200 for semester only

Payment in full can be made by check, money order or credit card.

Curriculum

Bible for Students in Public or Secular Private Schools
Through the flexibility of global distance education, Bible courses are available for students enrolled in public or secular private schools. Students who are interested in Bible courses should see the Scope and Sequence charts for the desired grade level. Refer to the enrollment packet for tuition and Griggs online bookstore (http://bookstore.mbsdirect.net/griggs.htm) for the supply price list.