

St. Francis de Sales High School

Curriculum Guide

Celebrating 80 Years of Excellence on the East Side!

Our School

St. Francis de Sales High School is Roman Catholic, Co-Educational school owned by the Archdiocese of Chicago. In full fidelity to the Magisterium, we offer a quality, Catholic education to the students of the Eastside neighborhood and beyond.

Our school is named for a man and a saint whose watchword was courtesy. St. Francis de Sales, Bishop of Geneva and Doctor of the Church, was born in 1567 and died in 1622. He was a man of the Renaissance, obtaining a bachelor's degree in the arts and his Doctorate in both Civil and Canon Law.

St. Francis de Sales was also a gentleman. His courtesy was charity in action. No one fell outside the scope of his charity because everyone was the object of his love. Our namesake is an excellent model for all who are educated in St. Francis' classrooms.

The School Sisters of Mary Immaculate of Joliet, Illinois staffed the St. Francis de Sales parish schools since 1893. In the late 1890s the school began to offer high school courses. In the fall of 1937, due to the increased demands for higher education, St. Francis de Sales became a four year high school, with an enrollment of 180 students. St. Francis presented diplomas to the 21 seniors who comprised its first four-year graduating class on June 11, 1939.

St. Francis de Sales is a school where one can truly discover who they are as a human person. Here, students will learn the Truths of the faith while gaining an exposure to the devotional life of the Church and opportunities for service. They will engage in a rigorous course of study, delving into Theology, Math and the Sciences, and the Humanities. We strive to challenge students at all levels; those who excel, as well as those who may learn differently and need some extra support along the way.

This High School has been a pillar in this neighborhood for over 80 years. At this pivotal time in our history, we renew our focus on our roots; offering an authentic, Catholic education, rooted in traditional academic excellence, serving the young men and women of the Eastside Neighborhood and beyond.

Our Catholic Identity

The hallmark of an education at St. Francis de Sales High School is fidelity to the Magisterium, the teaching authority of the Roman Catholic Church. In union with our Holy Father and the Bishops, we proclaim the Truths of the faith in love and help our students grow in the wisdom that will help them realize the fullness of their humanity.

We have a four-year Theology requirement, meaning that all of our students take a Theology class each day they are in high school. The students study the Catechism, the History of the Church, the Sacraments, and Prayer.

Just as the Eucharist is the source and summit of our faith, so the Eucharist is at the center of the rhythm of the school year here at St. Francis de Sales. We attend Mass weekly as a school at the Church of St. Francis de Sales, a parish of the Archdiocese of Chicago. Although there is no canonical affiliation, the high school and the parish enjoy a great relationship, helping one another grow in faith.

Academic Program

As you will see in the *Course Offerings* section, we have a robust curriculum that emphasizes the Truths of the faith, excellence in the Math and the Sciences, and a rich tapestry of Literature and writing instruction. We also have elective offerings, both in Physical Education and the Studio Arts, rounding out opportunities to cultivate the many talents which the students bring.

Work Study

Beginning in the fall of 2020, we will implement the Work Study Program. In this program, all students go to school four days per week and then go to work in the corporate world one day per week. Students are assigned a for-credit garde for their work performance, based on a five-point rating scale completed by the corporate supervisor at the work-site. They gain invaluable work and career experience while taking a full-time series of high classes in a college preparatory curriculum.

College Preparation

Our curriculum is designed with college preparation in mind. We have a unique and healthy combination of rigorous course offerings and small class sizes, which affords teachers the opportunity to teach to individual learners, even in very challenging classes

Student Assistance Team

Although we have many courses that align with a college-preparatory curriculum, we are not exclusively a college preparatory school. The original mission of the school was to offer a quality, Catholic education to those who desired one, regardless of their aptitude.

We are very purposeful about living that mission over 80 years later. Our *Student Assistance Team* (SAT) is a team of teachers who accept referrals on students who are having academic difficulties. This group of teachers analyzes the issues the student is having and helps the classroom teachers formulate supports to help ensure accessibility to the curriculum and success in school. The SAT team allows us to work with a wide array of aptitudes and honor the gifts that different learners bring to our school.

Co-Curriculars

We also have numerous co-curricular offerings, helping our young people develop physically, as well as spiritually and intellectually. We see our clubs and athletic teams as tremendous opportunities for the students to develop leadership skills and discover the fullness of their talents. The co-curricular activities and programs vary some each year, dependent on student interest and faculty gifts. Current co-curriculars include:

Art

Campus/Liturgical Ministry

Tech Club

Creative Writing

Dance/ Cheer

Drama

National Honor Society

Spirit Club

STARS (Admissions & Ambassadors)

Student Council & Yearbook

Co-curriculars also include our Athletic Program. Currently, we offer the following sports teams for our student athletes:

Boys

Girls

Soccer- Fall

Volleyball- Fall

Wrestling- Winter

Basketball- Winter

Basketball- Winter

Soccer- Spring

Baseball-Spring

Softball-Spring

Graduation Requirements

Students must complete a total of 24 credits to graduate. Coursework must include the following:

Theology

4 credits

English

4 credits

Math*

3 or 4 credits

Science*

3 or 4 credits

History

3 credits

Physical Ed.

1 credit

Foreign Language

2 credits

Fine Arts

1 Credit

Electives

2 credits

^{*}Students must take 7 credits total between Math and Science (i.e. 3 math and 4 science or 4 math and 3 science).

Freshman Courses

Required Courses

All students take the following two courses:

Theology I

1 Credit

Human Anthropology

1 Credit

Core Disciplines

Students select either regular or honors in the of the following:

English I or English I Honors

1 Credit

Algebra I or Algebra I Honors

1 Credit

Biology or Biology Honors

1 Credit

Remediation or enrichment

P/F

Elective Courses

Students are encouraged to select one of the following:

Physical Education I

½ Credit

-A Physical Education Course is taken at least once during either the Freshman or Sophomore Year

Computer Applications/Coding & Real World Data

½ Credit

Choir or Band

1 Credit

Drawing

1 Credit

Digital photography & Graphic Design

1 Credit

Sophomore Courses Please circle your choices and return by February 13

Required Courses

All students take the following:

Theology II

1 Credit

Core Disciplines

Students select either regular or honors in the of the following:

American Literature or Honors American Literature

1 Credit

Algebra II or Algebra II Honors

1 Credit

Chemistry

1 Credit

US History or AP US History

1 Credit

Elective Courses

Students are encouraged to select one of the following:

Physical Education I (one semester)

½ Credit

-A Physical Education Course is taken at least once during either the Freshman or Sophomore Year

Computer Applications

½ Credit

Computer Applications/Coding & Real World Data

½ Credit

Drawing

1 Credit

Digital photography & Graphic Design

1 Credit

Junior Courses Please circle your choices and return by February 13

Required Courses All students take the following: Theology III	1 Credit
Core Disciplines Students select a course in the of the following: English III or AP Language & Composition	1 Credit
Geometry or Honors Geometry	1 Credit
Physics	1 Credit
Western Civilization	1 Credit
Elective Courses Students are encouraged to select one of the following: Physical Education Junior Leader (one semester)	½ Credit
Computer Applications/Coding & Real World Data	½ Credit
Choir or Band	1 Credit
Drawing	1 Credit
Digital photography & Graphic Design	1 Credit

Senior Courses Please circle your choices and return by February 13

Required Courses

All students take the following:

Theology IV

1 Credit

Civics (1st semester) & Social Psychology (2nd semester)

1 Credit

AP US Government (full year)

1 credit

Core Disciplines

Students select a course in the of the following:

English IV or AP Literature & Composition

Business Math

1 Credit

Pre-Calculus or Calculus

1 Credit

Anatomy & Physiology or AP Biology

1 Credit

Elective Courses

Students are encouraged to select one of the following:

Physical Education Senior leader

½ Credit

Computer Applications/Coding & Real World Data

½ Credit

Choir or Band

1 Credit

Drawing

1 Credit

Digital photography & Graphic Design

1 Credit

Course Descriptions

THEOLOGY

Theology I

Freshman, Required

Theology I, in the first semester, covers the Old Testament. Students learn the ways God's beloved people were and are the Church's Foundation. They will become familiar with themes such as covenant, examining how God's promise extends to us today. In the second semester, students examine the sacramental imagination, and how this lens is a necessary part of connecting, through God, with the world around us.

Theology II

Sophomores, Required

Theology II, in the first semester, is an examination of the New Testament. Students examine different portraits of Jesus and come to understand why Jesus is portrayed as he is. Students learn different types of scriptural stories, and the roles they played for the communities in which they were told. They gain a richer knowledge of the written Word, and a better grasp of the Truths it holds. In the second semester, they examine the catechism, learning the traditions and reasoning behind various Church teachings.

Theology III

Juniors, Required

Theology III, during the first semester, is an examination of Church History. Students see that doctrines and traditions have evolved over time, and witness God's providential guidance of humanity over the course of many centuries. During the second semester, Catholic Morality is examined. Students ask questions such as "Of what Ethical perspectives does a Catholic Moral framework consist?" Issues with common moral responses are studied together, such as war, the death penalty, and the ethics of palliative care.

Theology IV

Seniors, Required

Theology IV, during the 1st semester, consists of the Study of Catholic Social Teaching. As such, it is an examination of the movements to which the Catholic Social teaching has responded since its evolution. Students are left with the building blocks to respond to the needs of society as faithful Catholics. During the 2nd Semester, students examine differing Catholic

Movements for Justice throughout the centuries. Students see the many incarnations work for justice has taken over the centuries, and are invited to ponder what their own contribution will be to the issues of their day.

ENGLISH

English I: Literature & Composition

Freshman, Required

Honors Option Available

Through various units of study in American and world literature (short stories, poetry, novels, mythology, and drama/Shakespeare), students will explore numerous questions focused on the theme of "Identity" including but not limited to: What does it mean to be a good reader/writer? Who am I as a person? How is identity formed in both my own life, for cultures, and for characters in fiction/drama? What does it mean to be a successful collaborator? How does one create an effective and thought provoking piece of writing? How does the study of reading and writing relate to my own life and the real world? By the end of the course, students also will be able to: write one essay or complete at least one major project for each unit of study (three and five paragraph essays, creative writing, in-class essay tests, journals), show an understanding of key literary terms and concepts, and demonstrate knowledge of how to approach a literary text through annotation and questioning. This course requires summer reading.

English II:Language and Literacy

Sophomores, Required

Honors Option Available

Students will read and analyze various prose and poetry that is written by notable authors and poets that depict various aspects of the American and global cultures. Students will be introduced to historical and social settings relating to the literary works and will research how these events may have influenced the writings of that time period. In addition, students will read one Shakespearean play and selected novels to be analyzed and discussed. The course will also focus on preparing students for the ACT test and other standardized tests. This course requires summer reading.

English III: American Literature

Juniors, Required

This course focuses on vocabulary development, reading and writing for various purposes, research, English usage and mechanics, and the study of

American Literature. A variety of literary forms will be studied including biographies, autobiographies, short stories, poetry, and dramatic literature. Students will further their study and research skills, cooperative learning skills, critical thinking skills, and writing skills. In

addition, the course will focus on preparing students for the ACT test with a pre and post test as well as incorporating ACT style prompts in weekly lessons. This course requires summer reading.

Advanced Placement Language & Composition (every other year)

Juniors & Seniors Department Recommendation

This course is designed to teach the skills you will need to succeed in a college level writing course and will follow the curricular requirements described in the AP Language and Composition Course Description published by the College Board. You should expect to discuss some aspect of writing or the writing process everyday. We will work together to develop an extensive vocabulary, integrating a wide variety of word-attack skills, so that we can discuss writing and literature in a more precise and efficient manner. You will be asked to write critically on multiple works of literature, proving your ability to understand, explain, and evaluate. This course also prepares students for the Advanced Placement Language and Composition Exam administered each May. All AP students are expected to take the AP examination. This course requires summer reading.

English IV: British Literature

Seniors, Required

Students are expected to improve their writing, to improve their ability to speak and write Standard English, to learn how to understand complicated texts—and to back up their understanding with reference to the text, to improve their vocabulary, to participate in discussions of British Literature, and to understand various literary terms and techniques. Each unit will begin with an historical overview, so that students can place the writing in the context of the era. Throughout the semester, students' homework consists of reading a significant number of pages, and writing several essays. Seniors will exhibit their writing skills in their development of the college essay, college applications and personal statement. This course requires summer reading.

Advanced Placement: Literature & Composition (every other year)

Seniors, Department Recommendation

This course is intended to provide students with an academic experience parallel to that of a college level literature course. This course will also include a writing component that focuses on expository, analytical and argumentative writing about the literature through both discussion and essay format. Students are expected to be active readers as they analyze and interpret textual detail, establish connections among their observations, and draw logical inferences leading toward an interpretive conclusion. This course also prepares students who do all the coursework for the Advanced Placement Literature and Composition Exam administered each May which all AP students are expected to take. This course requires summer reading.

MATH

Algebra I

Freshmen, Required

Separate Honors Option Available

This course is designed to give the student a strong and thorough background in basic algebra concepts and skills. Facility in performing algebraic skills along with application is emphasized. Topics include development of the real number system, operations with polynomial expression, solving first degree equations and inequalities, use of exponents, and graphing the Cartesian Coordinate System. Offered regular and honors track.

Algebra II

Sophomores, Required

This course is designed to give the student a strong background in the knowledge of modern intermediate algebra with emphasis on applications and development of algebraic skills. Topics include the real number systems, solutions of first and second degree equations in one and two variables, systems of equations, special products and factoring, rational and polynomial expressions, rational exponents, relations and functions, graphing, and applications through verbal problems.

Geometry

Juniors, Required (2017-2018)

Honors Option Available

This course studies the foundations of study for geometric shapes, including angle measurements, degrees, segments, planes and their corresponding formulas. The students will be able to measure a variety of different surfaces and be able to apply different theorems to a variety of different problems.

Algebra 2 with Trigonometry

Juniors & Seniors, Elective

Algebra 2 with trigonometry builds upon the skills previously learned in algebra 1 and geometry. Some of the topics covered in this course include inequalities, linear equations, polynomials, quadratic equations, and triangle trigonometry. Practicing the different types of problems on a regular basis is an important part of learning Math.

Pre-Calculus

Juniors & Senior, Elective

Pre-calculus builds upon the skills learned in Algebra 2 with trigonometry and prepares the student for success in calculus. Some of the topics covered in this class include rational, exponential, and logarithmic functions, analytic trigonometry and geometry, polar coordinates

and vectors. Practicing the different types of problems on a regular basis is an important part of learning math. This will be done daily, both in class and at home.

Business Math

Junior & Seniors, Elective

This course is designed to give students the opportunity to develop life skills and explore business application using basic mathematical operations. Addition, subtraction, multiplication, division with emphasis on decimals and fractions are primary math skills performed. Topics include banking services, payroll, risk management, markup and markdown, inventory control, simple and compound interest, business and consumer loans, notes and bank discounts, annuities, sinking funds, and business statistics.

Calculus

Senior, Elective

Calculus is the mathematics of change and has enabled scientists, engineers, and economists to model real life situations. It provides a framework for modeling systems that change and to use these models to make predictions about future changes. Some of the topics covered in this course include limits, differentiation, and integration. Practicing the different types of problems on a regular basis is an important part of learning math. This will be done daily, both in class and at home.

SCIENCE

Biology

Freshman, Required Honors Option Available

This rigorous course addresses the major topics of biology, but emphasizes the biochemical processes of living systems. Students study molecular organization, physiology of cells, the cell's use of energy and associated metabolic reactions, and processes that maintain cellular stability in changing internal/external environments. The molecular structure/function of DNA, and biochemistry of protein synthesis and gene expression are examined as well as patterns of inheritance, genetic mutation/variation, and the flow of matter/energy through ecological systems. Quantitative/qualitative lab investigations reinforce understanding of the chemistry of water, organic cell compounds, reproduction, heredity, evolution, and biotechnological advances. Students also study ecosystems, plants and animals along with their relationships to each other as well as many zoological ideas and concepts. Students also learn about evolution, primate evolution and animal behavior.

Chemistry

Sophomores, Required

Chemistry is the study of the composition, structure, and properties of matter, the processes that matter undergoes, and the energy changes that accompany these processes. Some of the topics covered in this course include measurements, atomic structure, periodic table, chemical reactions, gas laws, and acids and bases. Students will learn to apply the scientific method to solve problems and how to collect, organize, and analyze data. In addition to the textbook, understanding of chemistry concepts will be enhanced through hands on labs, inquiry based activities, and class discussions.

Physics

Juniors, Required

The goal of physics is to use basic concepts, equations, and assumptions to describe the physical world. These principles can then be used to make predictions about a broad range of phenomena. Some of the topics covered in this course include, motion, force, energy, heat, sound, and light. Students will learn to apply the scientific method to solve problems and how to collect, organize, and analyze data. In addition to the textbook, understanding of physics

Anatomy-Physiology

Seniors, Elective

In this science course, students study the anatomy and physiology of the human body. Students also develop an understanding of the structure, function, and relationships of body systems. Topics include cell physiology and the structural and functional organization of the human body systems: skeletal and muscular systems, nervous system and senses, circulatory system, respiratory system, endocrine system, integumentary system, digestive system, and the reproductive system. The study of other organisms is often included to complement student understanding of the human body. Laboratory investigations include dissection, microscopic observation, and testing the capabilities of the various body systems.

AP Biology

Seniors, Elective

AP Biology is a year long, introductory college-level biology course that is designed to be taken by students after the successful completion of both high school biology and chemistry. Students cultivate their understanding of biology through inquiry-based investigations as they explore the following topics: evolution, cellular processes — energy and communication, genetics, information transfer, ecology, and interactions. AP Biology includes those topics regularly covered in a college introductory biology course and differs significantly from the standards-based, high school biology course with respect to the kind of textbook used, the range and depth of topics covered, the kind of laboratory work performed by students, and the time and effort required of the students. AP Biology is a course that aims to provide students with the conceptual framework, factual knowledge, and analytical skills necessary to deal critically with the rapidly changing science of biology. This course is designed to prepare

students for the Biology College Board Advanced Placement Exam.All students are expected to take the AP exam.

HISTORY

Anthropology

Freshman, Required

This course presents a behavioral science that focuses on the study of humanity and culture. Students learn the foundations of the five main branches of anthropology including physical, social, linguistic, archaeological, and cultural. They are provided the opportunity to apply their observational skills to the real-life study of cultures in the United States and around the world.

US History

Sophomores, Required

This course provides a one-year survey of American history from the Colonial Period and the American Revolution to the present day, with an emphasis on the twentieth century. Using the textbook and primary documents and current events, students learn about the various political, social, religious, and economic developments that have shaped and continue to shape the United States. Essay writing, projects, and critical thinking are emphasized as integral ways of understanding how the past relates to the present and future. A major project is required at the end of each semester.

Advanced Placement United States History

Sophomores, Department Recommendation

This course is designed to give students a thorough understanding of United States History, requiring students to master historical and analytical skills, including chronological and spatial thinking, historical research, and historical interpretation. The class strives to prepare students to assess historical materials, evaluate relevance and reliability, and deal critically with problems and materials in United States History. The course is equivalent to a full-year introductory college class, thus preparing students for intermediate and advanced college courses. Students have an opportunity to demonstrate content mastery by taking the AP Exam in May. A major project is required at the end of each semester.

Western Civilization

Juniors, Elective

Students will undertake a critical examination of Western human history and explore the social, political, religious, intellectual, and artistic achievements from the earliest human civilizations up until to the 19th century, including the cultures of South America and Africa.

Civics

One Semester; Seniors, Required if not taking AP Politics & Government
Seniors are on the verge of becoming active citizens in society, and it is essential that each individual be knowledgeable about the operation of our federal, state and local government, and one's responsibilities as a citizen. Civics examines the structure and operation of the government in the United States at all levels, state and federal. Emphasis will be placed on a basic knowledge of institutions, moral decision-making and how citizens may influence government.

Social Psychology

Seniors, taken with Civics

Students will study the relationship between the individual and society. This course will focus on the perceptions, thoughts, feelings, and behaviors of individuals and groups within a social context.

AP Politics & Government

Seniors, Required if not taking Civics

This course surveys the structure and function of American government and politics that begins with an analysis of the United States Constitution, the foundation of the American political system. Students will study the three branches of government, administrative agencies that support each branch, the role of political behavior in the democratic process, rules governing elections, political culture, and the workings of political parties and interest groups.

FOREIGN LANGUAGE

Students are required to take two years of a <u>single</u> foreign language, beginning in the Junior year; language level I, either Spanish or Latin, is taken during Junior year and language level II is taken during Senior year.

*All Juniors and Seniors in the building for SY 2020-2021 will have met this requirement. The students who are Sophomores for SY 2020-2021, the class of 2023, will begin with language level one next year, SY2021-2022.

Spanish I

In this course students will acquire beginning to intermediate Spanish skills in order to continue to develop the skills needed in studying a second language. The students will be exposed to Hispanic cultures and civilizations as well as be introduced to the advanced Spanish language skills with an emphasis on communication in addition to comprehension, reading and writing, building upon their beginning knowledge of the language.

Spanish II

In this course students will acquire intermediate Spanish skills in order to continue to develop the skills needed in studying a second language. The students will be exposed to Hispanic cultures and civilizations as well as be introduced to the advanced Spanish language skills with an emphasis on communication in addition to comprehension, reading and writing, building upon their previous knowledge of the language.

Latin I

In this course students will learn about ancient Roman culture and how the Latin language has influenced all spoken language. Students will acquire the skills of intermediate Latin and will also learn about ecclesial Latin. This course will serve as the foundation for language levels II-IV. An important aspect of this course is word mastery which leads to greater appreciation of one's native tongue.

Latin II

This course continues on with the work that was begun in Latin I. Vocabulary is a key component as the students are able to further expand the type of sentences they are able to tackle. With a continued emphasis on declensions, conjugations and cases the students will become proficient and confident enough to tackle larger and more complex sentences and dive into paragraphs. To accompany this expansion of the language there will also be a larger foray into the culture of the ancient Roman people.

FINE & PERFORMING ARTS

Choir

Freshman-Senior, Elective

A year-long course in which beginning vocal music students will become familiar with basic reading of notes and rhythms as well as elements of proper vocal technique and performing as part of a mixed SATB ensemble. Students are <u>required</u> to perform in <u>FOUR evening choral</u> <u>concerts</u> (one per quarter -- spanning a wide variety of genres including but not limited to

sacred music, secular music, and popular/musical theater music), and grades will be be based on attendance at these concerts, classroom participation/rehearsals, and completion of classroom assignments. In addition to vocal technique and choral performance, students will be introduced to music history.

Band

Students will receive instruction on both percussion, wind and brass instruments and will learn to play both individually and as a group. Class will culminate with a performance.

Drama

Students will learn both the theory and practice behind performance. The class will culminate with a one-act play.

Drawing

Freshman-Senior, Elective

A year-long course designed to instruct beginning art students in:

- drawing
- art vocabulary
- art history
- · art criticism

Students will become familiar with the principles and elements of art/design while completing a variety of assigned projects and experimenting with different media and processes. In addition to art production, students will be introduced to art history and art criticism.

Digital Photography and Graphic Design

A yearlong course where an in-depth emphasis covering digital photography, graphic design, and color painting, , including:

- art vocabulary
- art history
- · art criticism

Students will become familiar with the principles and elements of art/design while completing a variety of different projects.

Computers

Computer Applications/Coding & Real World Data-New Course!

½ Credit

Sophomore-Senior, Elective; one semester

Computer Applications is designed to familiarize students with computers and their applications. It will also emphasize the use of computers and technology throughout their high school, college, and future careers. Students will learn fundamental concepts of computer hardware and software and become familiar with a variety of computer applications, including word processing, spreadsheets, databases, and multimedia presentations, graphic design and more. Students will also investigate Internet-based applications and how to browse the web. Coursework also includes activities that explore social and ethical issues related to computers. Learning Outcomes Upon completion of this course, students will:

- Be able to identify computer hardware and peripheral devices
- Be familiar with software applications
- Understand file management
- Accomplish creating basic documents, worksheets, graphic design / presentations and databases.
- Explore the Web and how to conduct research Applications Learned in this course include:

MicroSoft Word:

- -Letter Formatting, Writing
- Resume Building, Writing
- -Cover letter writing
- Flyer, Poster, Bulletin making
- MicroSoft Excel
- PowerPoint
- PhotoShop
- Google Docs
- Web Navigation

PHYSICAL EDUCATION

Physical Education I and II

Freshmen & Sophomores; one semester

This course introduces concepts for personal development in health-related fitness and physical skills; these include cardiovascular exercise, body composition, strength, endurance, and flexibility which will be the basis for the four-year physical education program. Students will develop physical and health-related fitness skills through participation in individual and field activities.

Physical Education Junior/SeniorLeader

One semester

This course provides leadership training in the physical education setting. Students will actively participate in and learn how to lead small and large group activities as well as improve their communication, organization, and problem solving skills.