



smarthorizons
CAREER ONLINE EDUCATION

CURRICULUM GUIDE

Updated: February 2022

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ENGLISH I: GRAMMAR AND COMPOSITION

DESCRIPTION:

This course emphasizes the study of grammar and composition. The course is presented in two semesters.

Semester 1 introduces and explores word origins and various parts of speech to prepare students for critical reading and writing. This course also introduces students to practical applications for writing, such as business letters and memos.

Semester 2 provides an analytical overview of grammar, punctuation, and sentence structure to help students improve writing skills, including writing efficiently and effectively. This course introduces students to practical applications for writing, such as cover letters and resumes. It guides students through the steps for writing essays, from prewriting to final draft, and discusses various types of essays.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

STANDARDS:

This course is aligned to the Common Core State Standards Initiative (CCSSI) standards, Florida Sunshine State Standards, the Texas Essential Knowledge and Skills Standards.

English I: Grammar and Composition

ENG 101: Pretest - Grammar and Composition

Word Origins and Commonly Used Foreign Expressions

Word Roots, Prefixes, and Suffixes

Nouns and Pronouns

Adjectives and Adverbs

Prepositions and Conjunctions

Determiners

Interjections, Exclamations, and Imperatives

Writing Effectively

Subjects, Verbs, and Agreement

Predicate and Subject Complements

Clauses

Direct and Indirect Objects

Verb Tenses, Forms, and Moods

Faulty Comparisons

Types of Sentences and Sentence Problems

Business Letters and Memos

ENG 101: Test - Grammar and Composition

English I: Grammar and Composition

ENG 102: Pretest - Grammar and Composition

Punctuation, Part 1

Punctuation, Part 2

Capitalization and Numbers

Words and the Dictionary

Making Connections: Transition and Flow

Paragraphs

Cover Letters

Resumes

Prewriting

Establishing a Topic, Gathering Information, and Outlining

Organizing and Writing a First Draft

Choosing the Right Words: Reviewing and Revising

Types of Essays

Exploring Cause and Effect Essays

Writing Compare and Contrast Essays

Persuasive and Narrative Essays

ENG 102: Test - Grammar and Composition

ENGLISH II: INTRODUCTION TO LITERATURE

DESCRIPTION:

This course provides an introduction to literature. The course is presented in two semesters.

Semester 1 introduces students to different types of figurative language encountered when reading literature.

Semester 2 discusses and explains elements of various types of literature, information and media literacy, and desktop publishing, as it applies to creating and producing brochures. This course explores a variety of career writing applications, such as print and nonprint media, mass and social media, technical writing, and journalism.

CREDITS:

1 Credit

PREREQUISITES:

English I: Grammar and Composition

STANDARDS:

This course is aligned to the Common Core State Standards Initiative (CCSS) standards, Florida Sunshine State Standards, and the Texas Essential Knowledge and Skills Standards.

English II: Introduction to Literature

ENG 201: Pretest - Introduction to Literature

Denotation and Connotation
Literal and Figurative Language
Hyperbole and Onomatopoeia
Oxymoron
Personification and Anthropomorphism
Irony
Parallelism and Paradox
Symbols and Symbolism
Technical Writing
Journalism
Plays
Short Story
Novel
History of Poetry
Limericks and Haiku
Allegories, Fables, and Fairy Tales

ENG 201: Test - Introduction to Literature

English II: Introduction to Literature

ENG 202: Pretest - Introduction to Literature

Epic Poetry
Lyric Poetry
Dramatic Poetry
Tragedy
Comedy
Parody
Satire
Reading Prose
Information and Media Literacy
Visual Components
Creating an Informative Document
Online Research
Mass and Social Media
Evaluating Print Media
Evaluating Nonprint Media
Creating a Brochure

ENG 202: Test - Introduction to Literature

ENGLISH III: WORLD LITERATURE

DESCRIPTION:

This course emphasizes the study of world literature. The course is presented in two semesters.

Semester 1 examines various literary elements, discussing them in the context of selected poems, short stories, plays, and novels. It teaches students how to determine the main idea and theme of a piece of literature, as well as discern the underlying, inferred meaning and tone

Semester 2 exposes students to novels and theater around the world. This course also emphasizes the application of critical reading skills by studying the works of a few major European authors and playwrights.

CREDITS:

1 Credit

PREREQUISITES:

English I: Grammar and Composition

English II: Introduction of Literature

STANDARDS:

This course is aligned to Common Core State Standards Initiative (CCSSI) standards, Florida Sunshine State Standards, and the Texas Essential Knowledge and Skills Standards.

English III: World Literature

ENG 301: Pretest - World Literature

Diction, Tone, and Mood

Rhythm

Rhyme

Stanza and Verse

Imagery and Symbolism

Simile and Metaphor

Alliteration, Assonance, and Consonance

Analyzing and Interpreting Poetry

Setting

Plot

Characterization

Theme

Point of View

Literary Elements in a Short Story

Critical Reading Skills

“The Curious Case of Benjamin Button” by F. Scott Fitzgerald

ENG 301: Test - World Literature

English III: World Literature

ENG 302: Pretest - World Literature

Novellas and Novels

Heart of Darkness

Characterization in *Heart of Darkness*

Symbolism and Themes in *Heart of Darkness*

Gulliver's Travels: “A Voyage to Lilliput”

Gulliver's Travels: “A Voyage to Brobdingnag”

Gulliver's Travels: “Voyage to Laputa, Balnibarbi, Luggnagg, Glubbudrib, and Japan”

Gulliver's Travels: “A Voyage to the Country of the Houyhnhnms”

History of Theater

Theater Around the World

No Exit

Endgame

Hedda Gabler Acts I and II

Hedda Gabler Acts III and IV

The Comedy of Errors Acts I-III

The Comedy of Errors Acts IV-V

ENG 302: Test - World Literature

ENGLISH IV: AMERICAN LITERATURE

DESCRIPTION:

This course emphasizes the study of American literature. The course is presented in two semesters.

Semester 1 examines American literary works from Colonial times to the present in a variety of forms, from poetry to nonfiction to fiction.

Semester 2 explores American literary themes found in genres such as dark romanticism and detective fiction. This course also discusses theater in the United States beginning in the 18th century. It also familiarizes students with famous speeches and public speaking. This course also emphasizes the application of higher order thinking.

CREDITS:

1 Credit

PREREQUISITES:

English I: Grammar and Composition

English II: Introduction of Literature

English III: World Literature

STANDARDS:

This course is aligned to the Common Core State Standards Initiative (CCSS) standards, Florida Sunshine State Standards, the Texas Essential Knowledge and Skills Standards.

English IV: American Literature

ENG 401: Pretest - American Literature

American Poetry—A New Voice
Poetry and the American Revolution
Fireside Poets and Civil War Poetry
Walt Whitman and Emily Dickinson
Nature Poems
Gothic Poetry and Folk Poetry
Contemporary American Poets
Prose Poetry
Early American Prose
American Transcendentalism
Early Historical Fiction and Nonfiction
Domestic Fiction
Folklore and Tall Tales
Southwestern Humor
Horror Fiction
Science Fiction and Fantasy

ENG 401: Test - American Literature

English IV: American Literature

ENG 402: Pretest - American Literature

Crime Fighters (Crime/Detective Fiction)
Caught by Surprise
American Gothics: Poe and Hawthorne (Dark Romanticism)
Award Winning Authors
Edith Wharton: *Ethan Frome* Part 1
Edith Wharton: *Ethan Frome* Part 2
Edith Wharton: *Ethan Frome* Part 3
Edith Wharton: *Ethan Frome* Part 4
Theater in the United States
Early American Playwrights
20th Century American Playwrights
One-Act Plays
Expressionism: *The Emperor Jones* by Eugene O'Neill
The Emperor Jones: A Literary Analysis
Famous Speeches
Public Speaking

ENG 402: Test - American Literature

MATH I: GENERAL MATH

DESCRIPTION:

This course emphasizes the study of general math. The course is presented in two semesters.

Semester 1 introduces the number types and basic math operations, to include addition, subtraction, multiplication, and division. Identifies the order of operations, explains the commutative, associative, and distributive properties as well as factoring and divisibility rules, and their application to word problems. It guides students through the use of fractions, decimals, and percents and their relationships to each other.

Semester 2 illustrates the use of exponents, roots, scientific notation, and the use of formulas. It covers lines and angles, area and perimeter of quadrilaterals, circumference, radius, and diameter of circles, and properties of obtuse, acute, and right triangles. This course also discusses patterns, probability, graphs and charts, tables, and item sets.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

STANDARDS:

This course is aligned to the National Council of Teachers of Mathematics (NCTM), Florida Sunshine State Standards, Texas Essential Knowledge and Skills Standards, Common Core State Standards Initiative (CCSSI), and the Achieve American Diploma Project Network (ADP) standards.

Math I: General Math

MAT 101: Pretest - General Math

Number Types
Basic Math Operations
Signed Numbers and Absolute Value
Order of Operations
Rounding and Estimation
Number Properties
Factoring and Divisibility Rules
Word Problems
Simplifying Fractions
Adding and Subtracting with Fractions
Multiplying and Dividing with Fractions
Decimals and Place Value
Converting Between Fractions, Decimals, and Percents
Percents
Comparing Fractions, Decimals, and Percents
Ratios and Proportions

MAT 101: Test - General Math

Math I: General Math

MAT 102: Pretest - General Math

Exponents and Roots
Scientific Notation
Using Formulas in Math
Angles and Lines
Quadrilaterals
Circles
Triangles
Surface Area and Volume
Patterns
Simple Probability
Basic Statistics
Basic Charts and Graphs
Charts and Graphs
Frequency Tables and Graphs
Item Sets
Solving Equations

MAT 102: Test - General Math

MATH II: CONSUMER MATH

DESCRIPTION:

This course covers math processes needed to be a successful consumer. The course is presented in two semesters.

Semester 1 explains money tracking, spending plans and paying bills. It examines the use of credit, savings, major purchases, and the use of a checkbook. It explains interest rates and their effects on loans. It discusses the different types of investments and retirement plans.

Semester 2 discusses asset allocation, student loans, and paying off debt. It also explores employment benefits as well as different options in life and health insurance. This course discusses consumer awareness and various housing options. This course also covers the different types of measurement, U.S. Customary and Metric.

CREDITS:

1 Credit

PREREQUISITES:

Math I: General Math

STANDARDS:

This course is aligned to the National Council of Teachers of Mathematics (NCTM), Florida Sunshine State Standards, Texas Essential Knowledge and Skills Standards, Common Core State Standards Initiative (CCSSI), and the Achieve American Diploma Project Network (ADP) standards.

Math II: Consumer Math

MAT 201: Pretest - Consumer Math

Managing Money
Creating a Spending Plan
Balancing Your Checkbook
Paying Bills
Understanding and Handling Debt
Interest Rates
Choosing Bank and Credit Accounts
Savings Accounts
Establishing Credit
Taking out a Loan
Charge Accounts and Credit Cards
Planning for Retirement
Buying a Car
Purchasing a Home
Investments I
Investments II

MAT 201: Test - Consumer Math

Math II: Consumer Math

MAT 202: Pretest - Consumer Math

Early Allocation of Assets
Adapting Allocation of Assets to Changes in Life Circumstances
Student Loans
Paying off Debt
Employee Benefits
Taxes
Life Insurance
Health Insurance
Using Technology in Finance
Grocery Shopping
Consumer Awareness
Renting vs. Buying
U.S. Customary System of Measurements
Metric System of Measurements
Converting Between Measurement Systems
Currency

MAT 202: Test - Consumer Math

MATH III: ALGEBRA

DESCRIPTION:

This course emphasizes the study of algebra. The course is presented in two semesters.

Semester 1 introduces and defines algebraic terms, the properties of zero and one, variables and constants, fractions, and factoring. It explains the use of powers, roots, and exponents as well as the order of operations. It demonstrates how to solve monomials and polynomials and whole number expressions.

Semester 2 defines, shows how to interpret, and translates equations as well as create and interpret graphs.

CREDITS:

1 Credit

PREREQUISITES:

Math I: General Math

Math II: Consumer Math

STANDARDS:

This course is aligned to the National Council of Teachers of Mathematics (NCTM), Florida Sunshine State Standards, Texas Essential Knowledge and Skills Standards, Common Core State Standards Initiative (CCSSI), and the Achieve American Diploma Project Network (ADP) standards.

Math III: Algebra

MAT 301: Pretest - Algebra

Introduction to Algebra

Signed Numbers, Number Line and Absolute Value

Powers, Exponents, and Square Roots

Order of Operations

Scientific Notation

Integers and Operations

Fractions-Least Common Denominator

Patterns and Functions

Monomials and Polynomials

Variables and Constants

Commutative, Associative, and Distributive Properties

Algebraic Expressions

Simplifying Expressions

Inequalities

Greatest Common Factor

Least Common Multiple

MAT 301: Test - Algebra

Math III: Algebra

MAT 302: Pretest - Algebra

Equations

Interpreting and Translating Equations

Translating and Solving Algebra Word Problems

Simplifying Equations

One-Step Equations

Two-Step Equations

Factoring Polynomials

Solving Fractional Equations

Coordinate Plane and Graphing Coordinates

Distance Between Points

Quadratic Equations

Slope of a Line

Slope-intercept Form

Point-slope Form

Radicals

Scatterplots

MAT 302: Test - Algebra

SCIENCE I: EARTH AND SPACE SCIENCE

DESCRIPTION:

This course examines the processes of science and body of knowledge about Earth and its place in the universe. The course is presented in two semesters.

Semester 1 outlines criteria necessary for data to become scientific knowledge and details the process of scientific inquiry focusing on scientific inferences and creativity, scientific argumentation, sources of information, theories, laws, models, and the relationship between science and technology. The origin and evolution of the universe is discussed through exploration of the Big Bang Theory, astronomical objects, formation of planetary systems, properties of stars, coordinate system, astronomical distances, electromagnetic spectrum, and the effects of earth, moon, and stars.

Semester 2 discusses the earth's layers and atmosphere, plate tectonics, surfaces features and processes, oceans, geologic time, and natural and human-induced hazards. This course also describes the earth's energy systems, geochemical cycles, deep water motion, system interactions, climate, weather prediction, severe weather, and global climate change.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

STANDARDS:

This course is aligned to the National Science Education Standards (NSES), Florida Sunshine State Standards, and the Texas Essential Knowledge and Skills Standards.

Science I: Earth and Space Science

SCI 101: Pretest - Earth and Space Science

Scientific Knowledge
Practice of Scientific Inquiry
Sources of Information
Scientific Argumentation, Inference, Explanations and Creativity
Scientific Theories and Laws
Scientific Models
Science and Technology
Big Bang Theory
Astronomical Objects
Formation of Planetary Systems
Properties of Stars
Coordinate System
Astronomical Distances
Electromagnetic Spectrum
Effects of Earth, Moon, and Sun

SCI 101: Test - Earth and Space Science

Science I: Earth and Space Science

SCI 102: Pretest - Earth and Space Science

Introducing Planet Earth
Formation of Planet Earth
Evolution of Earth's Flora and Fauna
The Inner Earth
The Earth's Atmosphere
The Earth's Great Bodies of Water
The Earth's Landmasses
Our Ever-Changing Earth
The Earth's Spheres
Basic Principles of Matter
Basic Principles of Energy
The Earth's Cycles and Processes
Basic Principles of Weather
Severe Weather Events
Weather and Climate
Global Climate Change

SCI 102: Test - Earth and Space Science

SCIENCE II: PHYSICAL SCIENCE

DESCRIPTION:

This course emphasizes the study of the properties and nature of matter and energy. The course is presented in two semesters.

Semester 1 explores atomic theory, phases of matter, the periodic table, chemical bonding and formula representations, carbon interactions, and matter and energy in living systems. It examines chemical reactions including chemical equations, reaction kinetics, and the processes of reactions including oxidation-reduction, acid-base, direct combinations, decomposition, and displacement.

Semester 2 describes Newton's laws of motion, and the fundamental forces of matter including electromagnetism, strong and weak interactions, and gravitation. This course also details different types of energy including thermal, chemical, electrical, radiant, nuclear, magnetic, elastic, sound, and gravitational energies as well as thermodynamics and waves.

CREDITS:

1 Credit

PREREQUISITES:

Science I: Environmental Science

STANDARDS:

This course is aligned to the National Science Education Standards (NSES), Florida Sunshine State Standards, and the Texas Essential Knowledge and Skills Standards.

Science II: Physical Science

SCI 201: Pretest - Physical Science

Atomic Theory

Properties and Phases of Matter

Periodic Table

Chemical Bonding

Nomenclature and Formula Representations

Carbon Atoms

Matter and Energy Transformations

Chemical Reactions

Chemical Equations

Reaction Kinetics

Oxidation-Reduction (Redox) Reactions

Acid-Base Reactions

Direct Combination and Chemical Decomposition

Single and Double Displacement

SCI 201: Test - Physical Science

Science II: Physical Science

SCI 202: Pretest - Physical Science

Newton's First Law of Motion

Newton's Second Law of Motion

Newton's Third Law of Motion

Work and Power

Strong and Weak Interactions

Electromagnetism

Gravitation

Thermal and Chemical Energy

Electrical and Radiant Energy

Nuclear and Magnetic Energy

Elastic and Sound Energy

Gravitational Energy

Laws of Thermodynamics

Waves

SCI 202: Test - Physical Science

SCIENCE III: BIOLOGY

DESCRIPTION:

This course emphasizes the study of living organisms and life processes. The course is presented in two semesters.

Semester 1 examines the structure and function of cells and human body systems including the integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive systems. It provides lines of support for the Theory of Evolution, the evolutionary process, hominid evolution, classification and interdependence of living organisms.

Semester 2 describes Mendel's work and the Hardy-Weinberg Equilibrium, universal genetic code, and processes associated with reproduction and human development. Matter and energy in living systems are discussed with an overview of four types of biological macromolecules, cellular respiration, and an examination of the role of enzymes.

CREDITS:

1 Credit

PREREQUISITES:

Science I: Environmental Science

Science II: Physical Science

STANDARDS:

This course is aligned to the National Science Education Standards (NSES), Florida Sunshine State Standards, the Texas Essential Knowledge and Skills Standards.

Science III: Biology

SCI 301: Pretest - Biology

The Cell
Integumentary and Skeletal Systems
Human Muscular System
Nervous System
Human Circulatory and Respiratory Systems
Human Digestive and Excretory Systems
Human Endocrine and Immune Systems
Human Reproductive System
The Theory of Evolution
Evolutionary Timeline
Biological Classifications
Plant and Animal Kingdoms
Primate and Hominid Evolution
Hominid and Human Evolution
Interdependence of Organisms

SCI 301: Test - Biology

Science III: Biology

SCI 302: Pretest - Biology

Mendel's Laws
Hardy-Weinberg Equilibrium
Universal Genetic Code
Transcription and Translation
Mitosis
Meiosis
Human Development
Biological Macromolecules Overview
Carbohydrates
Lipids
Proteins
Nucleic Acid
Cellular Respiration
Role of Enzymes

SCI 302: Test - Biology

SOCIAL STUDIES I: WORLD HISTORY

DESCRIPTION:

This course emphasizes the study of world history. The course is presented in two semesters.

Semester 1 describes world conditions beginning 5000 BCE and ending in 1630 CE. Specific topics included are ancient, Greek, and Roman civilizations, the Byzantine Empire, the rise of Islamic civilizations, the middle ages, Chinese and Japanese empires, as well as African and American civilizations. Also included are the Renaissance, the Reformation, scientific revolution and enlightenment, European expansion and exploration, and European monarchies.

Semester 2 describes world conditions beginning in 1750 and ending in the 21st century. Specific topics included are reform, revolution, and social change; causes and effects of World War I, peace and stability, causes and effects of World War II, post-war recovery, the Cold War, economic interdependence, and social movements.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

STANDARDS:

This course is aligned to the National Council for History Standards (NCHS), Florida Sunshine State Standards, and the Texas Essential Knowledge and Skills Standards.

Social Studies I: World History

SOC 101: Pretest - World History

Ancient Civilizations (Prehistory–550 CE)

Greek and Roman Civilizations (2000 BCE–476 CE)

The Byzantine Empire and Eastern Europe (500 CE-1547 CE)

Islamic Civilizations (570 CE-1629 CE)

The Middle Ages (500 CE–1500 CE)

Chinese and Japanese Empires

African Civilizations (730 BCE–1591 CE)

American Civilizations (Prehistory–1570 CE)

The Renaissance

The Reformation

The Scientific Revolution

The Age of Enlightenment

European Expansion and Exploration: Part I

European Expansion and Exploration: Part II

European Monarchies: Part I

European Monarchies: Part II

SOC 101: Test - World History

Social Studies I: World History

SOC102: Pretest - World History

American and French Revolutions (1750–1815)

Industrial Revolution (1750–1885)

European and Latin American Revolutions (1790–1850)

Nationalism (1800-1914)

Democracy and Self Rule (1750-1919)

Imperialism, Expansion, and Modernization (1800–1914)

World War I

Reform, Revolution, and Social Change

Totalitarianism (1911-1939)

World War II (1939-1945)

The Aftermath of World War II

The Cold War

Twentieth Century Nations (1946-1999)

Modern Regional Tensions (1945-Present)

Globalization and Modern Day Advances

World Challenges Today

SOC102: Test - World History

SOCIAL STUDIES II: AMERICAN HISTORY

DESCRIPTION:

This course emphasizes the study of American History. The course is presented in two semesters.

Semester 1 discusses the causes, course and effects of the Civil War including reconstruction and industrialization after the war, rapid growth of cities, impact of immigration, rise of national labor unions, and the foreign policy after the war. The progressive era and the jazz age studies capitalism, urbanization and political corruption that examines progressive era reforms, the transformation of the American economy, early social changes, causes of World War I, the course and effect of World War I, and the Roaring Twenties economic and social changes.

Semester 2 examines the causes and effects of the great depression, the First and Second New Deal, America before World War II, World War II, and the domestic effects and aftermath of World War II. This course discusses post World War II changes, the Cold War, the civil rights movement, the New Frontier, the Great Society, domestic policy, foreign policy initiatives, and the Global War on Terror.

CREDITS:

1 Credit

PREREQUISITES:

Social Studies I: World History

STANDARDS:

This course is aligned to the National Council for History Standards (NCHS), Florida Sunshine State Standards, and the Texas Essential Knowledge and Skills Standards.

Social Studies II: American History

SOC 201: Pretest - American History

Causes of the Civil War
Course and Effects of the Civil War
Reconstruction
Civil War and Industrialization
The Rapid Growth of Cities
Impact of Immigration
Rise of National Labor Unions
Foreign Policy After the Civil War
Capitalism, Urbanization, and Political Machines
Progressive Era Reforms
Transformation of the American Economy
Early Social Changes
Causes of World War I
Course and Effects of World War I—Part I
Course and Effects of World War I—Part II
The Roaring Twenties: Economic and Social Change

SOC 201: Test - American History

Social Studies II: American History

SOC 202: Pretest - American History

The Onset of the Great Depression
The First New Deal
The Second New Deal
America before World War II
World War II: The Pacific Theater
World War II: The European Theater
The Domestic Effects of World War II
Aftermath of World War II
Post-World War II Changes
The Cold War
Civil Rights Movement
The New Frontier
The Great Society
Domestic Policy
Foreign Policy Initiatives
The Global War on Terror

SOC 202: Test - American History

SOCIAL STUDIES III: AMERICAN GOVERNMENT AND ECONOMICS

DESCRIPTION:

This course is a study of the foundations and functions of American Government. The course is presented in two semesters.

Semester 1 identifies the origins and purposes of government, law, and politics in the United States. It discusses the purposes and provisions of the Constitution and its amendments. It examines citizenship, Civil Rights, voting rights, affirmative action policies, reverse discrimination cases, political parties, interest groups, propaganda techniques, and the affect media has on public policies and political agendas. This course is a study of the United States federalist system of government. It details the structure and functions of the federal and state legislative, executive, and judicial branches of government and examines independent federal agencies, Constitutional powers, other national governments and world affairs.

Semester 2 describes the fundamentals of a Market Economy including economic systems, production possibilities curve, supply and demand, business organizations, market structures, price and non-price competition, absolute and comparative advantage, and the role of money. It also discusses the national economy including economic goals, wage and price control, capital investments, monopolies, inflation, taxes, the national budget and debt, and the Federal Reserve System.

CREDITS:

1 Credit

PREREQUISITES:

Social Studies I: World History

Social Studies II: American History

STANDARDS:

This course is aligned to the National Standards for Civics and Government (NSCG), Council for Economic Education (CEE) standards, Florida Sunshine State Standards, and the Texas Essential Knowledge and Skills Standards.

Social Studies III: American Government

SOC 301: Pretest - American Government

Founding Ideals and Principles
The Constitution
Amendments to the Constitution
Citizenship
Changes in Civil Rights
Political Parties and Interest Groups
Political Communication
Federalism
Legislative Branch
Executive Branch
Judicial Branch
Local Government
Foreign Policy
World Affairs
Political and Economic Systems

SOC 301: Test - American Government

Social Studies III: Economics

SOC 302: Pretest - Economics

Economic Systems
Production Possibilities Curve
Supply and Demand
Business Organizations
Market Structures
Price and Non-Price Competition
Absolute and Comparative Advantage
Money
Economic Goals
Wage and Price Control
Capital Investment
Monopolies
Inflation
Taxes
National Budget and Debt
Federal Reserve System

SOC 302: Test - Economics

HEALTH: HEALTH AND PERSONAL FITNESS

DESCRIPTION:

This course discusses healthy concepts and behaviors as well as personal fitness guidelines and activities. The course is presented in two semesters.

Semester 1 discusses the importance of making healthy decisions and the impact of risky behavior is explored to illustrate the contribution an individual's behavior has on his/her health. It also discusses medical conditions, the medical system, and recommendations for seeking assistance when confronted with potential health issues.

Semester 2 discusses the importance physical fitness has on health and ways to increase levels of physical activity to improve or safeguard health. Types of fitness strategies are reviewed in addition to recommendations for participating in various activities and the different health benefits that can be expected from making a choice to be physically active.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

STANDARDS:

This course is aligned to the National Health Education Standards (NHES), National Association for Sport and Physical Education, Florida Sunshine State Standards, and the Texas Essential Knowledge and Skills Standards.

Health: Health

HPF 101: Pretest - Health

Healthy Body Systems
Disease Prevention
Influences on Healthy Behaviors
Familial and Environmental Effects on Health
Health Information and Products
Health Care Services
Effective Communication
Interpersonal Conflicts
Barriers to Healthy Decision Making
Making Healthy Decisions, Part I
Making Healthy Decisions, Part II
Developing Personal Health Goals
Managing Stress
Strategies for Injury Prevention and Management
Community, State, and Federal Health Agencies
Influencing Others to Make Positive Health Choices

HPF 101: Test - Health

Health: Personal Fitness

HPF 102: Pretest - Personal Fitness

Components of Physical Fitness
Biomechanics and Exercise Physiology
Developing and Using a Personal Fitness Plan
Reducing Medical Risks Through Physical Activity
Nutrition and Physical Fitness
Impact of Physical Fitness on Mental Health
Measuring Physical Fitness
Individual and Team Sports Considerations
Personal Fitness Guidelines
Be Fit; Be Safe
Bone-Strengthening Activities
Types of Aerobic Activities
Muscle-Strengthening Activities
Resistance Training
Exercise and Weight Control
Physical Fitness for Individuals with Disabilities

HPF 102: Test - Personal Fitness

CAREER ELECTIVE CHILD CARE I

DESCRIPTION:

This course will prepare online students to employ skills needed in the workplace. It also discusses aspects of cognitive development in children. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 discusses aspects of cognitive development in children, including the stages of cognitive development, enhancing intellectual development, and assessing children's development.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

Child Care I Semester 1

Child Care I: Semester 1 Pretest
Understanding Self-Esteem
Setting Goals
Learning Styles
Professional Uses of Technology
Security in Technology
21st Century Written Business Communication
Time Management Overview
Stress Management Overview
Anger Management Overview
Conflict Resolution Strategies
Communication and Diversity
Communication in the Workplace
Sexual Harassment Awareness Overview
Ethical Behavior
Child Care I: Semester 1 End of Semester Exam

Child Care I Semester 2

Child Care I: Semester 2 Pretest
Stages of Cognitive Development in Infants
Stages of Cognitive Development in Toddlers
Stages of Cognitive Development in Preschoolers
Child Oriented Spaces
Special Interest Centers
Methods for Enhancing Intellectual Development
Early Literacy
Language Development
Discovery of Math
Teaching Science to Young Children
Early Childhood Programs for Multilingual Children
Encouraging Parental Involvement
Assessing Childhood Development
Child Care I: Semester 2 End of Semester Exam

CAREER ELECTIVE CHILD CARE II

DESCRIPTION:

This course will prepare online students to employ skills needed in the childcare facilities. It also discusses aspects of physical development and social/emotional development in children. The course is presented in two semesters.

Semester 1 discusses aspects of physical development in children, including the stages of physical development, physical activity and safety, assessing children's physical needs and relating to parents.

Semester 2 discusses aspects of social/emotional development in children, including the stages of social/emotional development, children's self-esteem and temperament, childhood anger and anger management, and other social/emotional topics like stress, separation anxiety and grief. It also discusses documenting children's behaviors and working with children who have disabilities.

CREDITS:

1 Credit

PREREQUISITES:

Child Care I

Child Care II Semester 1

- Child Care II: Semester 1 Pretest
- Stages of Physical Growth and Development in Infants
- Stages of Physical Growth and Development in Toddlers
- Stages of Physical Growth and Development in Preschoolers
- Safety
- Outdoor Play Safety
- Physical Activity
- Equipment, Activities, and Strategies for Promoting Physical Activity
- Physical Activity for Children with Disabilities
- Recognizing Levels of Social Play
- Assessing Children's Physical Development
- Risk Management
- Relating with Parents
- Overcoming Difficulties Communicating with Parents
- Child Care II: Semester 1 End of Semester Exam

Child Care II Semester 2

- Child Care II: Semester 2 Pretest
- Stages of Social and Emotional Development in Infants
- Stages of Social and Emotional Development in Toddlers
- Stages of Social and Emotional Development in Preschoolers
- Child Self-Esteem
- Children's Temperament
- Childhood Anger and Anger Management
- Post-Traumatic Stress Disorder
- Stress in Young Children
- Stranger and Separation Anxiety
- Helping Children Cope with Grief
- Working with Children with Disabilities
- Documenting Children's Behaviors
- Using Portfolios in Early Childhood Programs
- Child Care II: Semester 2 End of Semester Exam

CAREER ELECTIVE CHILD CARE III

DESCRIPTION:

This course will prepare online students to employ skills needed in the childcare facilities. It also discusses healthy development and various aspects of classroom practices and communication with families. The course is presented in two semesters.

Semester 1 discusses aspects of healthy development in children, including nutrition, environmental safety, and supporting a healthy lifestyle. It also discusses toilet training and some tips for toddlers.

Semester 2 discusses some ways to incorporate music, the arts, and technology into the classroom. It also discusses helping children transition to kindergarten and professional ways to communicate with families.

CREDITS:

1 Credit

PREREQUISITES:

Child Care I

Child Care II

Child Care III Semester 1

Child Care III: Semester 1 Pretest
Childhood Obesity
Nutrition
Nutrition: Curriculum Development Tools
Environmental Safety
Bloodborne Pathogens Awareness
Health
Health: Curriculum Development Tools
Infant and Toddler: Health and Safety
Toilet Training
Surviving Toddlerhood
Special Care: Inclusion
Child Care III: Semester 1 End of Semester Exam

Child Care III Semester 2

Child Care III: Semester 2 Pretest
Experiencing Music in the Classroom
Using the Arts as a Teaching Tool
Using Visual Arts to Enhance Development
Safety: Curriculum Development Tools
Open House
Transitioning to Kindergarten
Effective Written Communication
Working and Communicating with Families
Professional Practices
Introduction to Computer Technology
Finding and Using Resources on the Internet
Computer Technology in Early Childhood Education
Child Care III: Semester 2 End of Semester Exam

CAREER ELECTIVE CHILD CARE IV

DESCRIPTION:

This course will prepare online students to employ skills needed in the childcare facilities. It discusses issues that may be encountered while working with children and provides information relevant to establishment, management, oversight, and day-to-day operation of a child care facility. The course is presented in two semesters.

Semester 1 discusses potential issues that may be encountered while working in childcare facilities. It describes techniques and procedures for preventing, recognizing, and reporting child abuse, indicators of shaken baby syndrome, ways to identify and prevent bullying, and techniques for guiding children's behavior. It also addresses conflict management, multiculturalism, and how to teach tolerance to children.

Semester 2 focuses on the business aspects of commercial child care. It describes how to manage a business and presents sound professional practices. It discusses related activities including staffing a facility, assessing organizational strengths and weaknesses, and gaining required accreditation.

CREDITS:

1 Credit

PREREQUISITES:

Child Care I
Child Care II
Child Care III

Child Care IV Semester 1

- Child Care IV: Semester 1 Pretest
- Child Abuse: Identification and Prevention
- Child Abuse: Physical Abuse Awareness
- Child Abuse: Sexual Abuse Awareness
- Shaken Baby Syndrome and Sudden Infant Death Syndrome
- Bullying: Identification and Prevention
- Behavior Management for Young Children
- Behavior Management for School-Age Children
- Conflict Management for Children
- Teaching Tolerance
- Guiding Children's Behavior in Childcare Settings
- Positive Solutions for Challenging Behaviors
- Praise and Rewards
- Multiculturalism
- Child Care IV: Semester 1 End of Semester Exam

Child Care IV Semester 2

- Child Care IV: Semester 2 Pretest
- Safety and Security Procedures
- Reading Prescription Labeling
- Disability Laws Pertaining to Early Child Care
- Early Childhood Program Accreditation
- Assessing Child Care Programs
- Staffing Child Care Programs
- Managing Your Child Care Business
- Assessing Child Care Business Practices
- Employment Hot Topics
- Child Care IV: Semester 2 End of Semester Exam

CAREER ELECTIVE SECURITY PROFESSIONAL I

DESCRIPTION:

This course will prepare online students to employ skills needed in online coursework and the workplace. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 focuses on ways to improve study habits, to increase one's memory and motivation, and to strengthen decision making and problem-solving skills.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

Security Professional I Semester 1

- Security Professional I: Semester 1 Pretest
- Understanding Self-Esteem
- Setting Goals
- Learning Styles
- Professional Uses of Technology
- Security in Technology
- 21st Century Written Business Communication
- Time Management Overview
- Stress Management Overview
- Anger Management Overview
- Conflict Resolution Strategies
- Communication and Diversity
- Communication in the Workplace
- Sexual Harassment Awareness Overview
- Ethical Behavior
- Security Professional I: Semester 1 End of Semester Exam

Security Professional I Semester 2

- Security Professional I: Semester 2 Pretest
- Basics of Note-Taking
- Reading Comprehension
- Understanding and Improving Study Habits
- Memory Techniques
- Test-Tasking Skills
- Effective Environments for Learning
- Distractions and Deterrents of Educational Success
- What is Motivation?
- Self-Motivation
- Trust and Motivation
- Change as a Motivator
- Embracing Change
- Critical Thinking Basics
- Problem Solving Model
- Decision Making
- Improving Decision Making
- Security Professional I: Semester 2 End of Semester Exam

CAREER ELECTIVE SECURITY PROFESSIONAL II

DESCRIPTION:

This course will prepare online students to employ skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 focuses on communication skills, including communicating effectively and in difficult situations.

Semester 2 focuses on managing stress and emotions; including stress and its impact, emotional intelligence, anger management, and conflict resolution.

CREDITS:

1 Credit

PREREQUISITES:

Security Professional I

Security Professional II Semester 1

- Security Professional II: Semester 1 Pretest
- Communication Overview
- Verbal Communication
- Verbal Business Communication
- Written Communication
- Written Business Communication
- Nonverbal Communication
- Interpersonal Communication
- Effective Communication
- Active Listening
- Assertive vs. Aggressive Communication
- Communicating in Difficult Situations
- Difficult Behaviors in the Workplace
- Negativity and Power Struggles at Work
- Working with Procrastinators and Untrustworthy People
- Communicating by Telephone
- Networking for Success
- Security Professional II: Semester 1 End of Semester Exam

Security Professional II Semester 2

- Security Professional II: Semester 2 Pretest
- What is Stress?
- Signs and Symptoms of Stress
- Sources of Stress
- Techniques for Managing Stress
- Anxiety and Stress
- Mindset and Stress
- Stress and Values Clarification
- Stress at Work
- Emotional Intelligence (EI)
- Emotional Intelligence Skills
- Understanding Anger
- Anger Cycle
- Anger Management
- Conflict Basics
- Conflict Resolution
- Addressing Violent Situations
- Security Professional II: Semester 2 End of Semester Exam

CAREER ELECTIVE SECURITY PROFESSIONAL III

DESCRIPTION:

This course addresses skill sets critical to effective personal management, life, and career skills. This course discusses the ability to effectively deal with balancing life and work, managing time, and working with people. The course is presented in two semesters.

Semester 1 focuses on self-management skills, including saving and credit, accountability, organization, and balancing work and life.

Semester 2 focuses on managing time and working with others. Some topics include time management, personal productivity, handling information overload, tolerance, respect, and giving and receiving feedback.

CREDITS:

1 Credit

PREREQUISITES:

Security Professional I
Security Professional II

Security Professional III Semester 1

Security Professional III: Semester 1 Pretest
Budgeting
Saving
Credit
Healthy Lifestyle Choices
Personal Wellness
Self-Awareness
Positive Self-Talk
Accountability
Self-Management
Tips & Tricks for Smooth Living
Crisis Management
Using Critical Thinking in Work and Life
Life-Long Learning
Balancing Work and Life
Pros and Cons of Social Media
Basic Professionalism
Security Professional III: Semester 1 End of Semester Exam

Security Professional III Semester 2

Security Professional III: Semester 2 Pretest
Introduction to Time Management
Time Management Types and Styles
Procrastination
Time Management Antagonists
Time Management Strategies
Personal Productivity
Handling Information Overload
Setting Priorities
Diversity in the Workplace
Tolerance and Respect
Respect and Employment
Becoming the “Go-to” Person
Advancing in a Job
Cooperation and Compromise
Influencing and Persuading
Giving and Receiving Feedback and Criticism
Security Professional III: Semester 2 End of Semester Exam

CAREER ELECTIVE SECURITY PROFESSIONAL IV

DESCRIPTION:

This course will prepare students to employ skills needed discusses several subjects relevant to employment as a Security Professional. These include hazardous materials, types of security and their components, and proven methods for planning and conducting security operations. This course is presented in two semesters.

Semester 1 discusses types and factors of patrol; professional relationships; controlling traffic, parking and crowds; preserving evidence; working with witnesses and providing testimony. It also describes various types of protection systems as well as methods and technologies that enhance access control.

Semester 2 discusses proven procedures, equipment, and techniques for planning and conducting security operations and responding to security incidents. It also describes a variety of safety procedures and professionalism.

CREDITS:

1 Credit

PREREQUISITES:

Security Professional I
Security Professional II
Security Professional III

Security Professional IV Semester 1

- Security Professional IV: Semester 1 Pretest
- Types of Security
- Understanding Techniques
- Types of Patrol
- Factors of Patrol
- Basic Public Relations
- Relations with Police
- Taking Notes
- Techniques for Writing Reports
- Protection Officers and Traffic Control
- Methods of Controlling Traffic
- Parking
- Crowd Control
- Evidence
- Preserving Evidence
- Witnesses
- Providing Testimony
- Perimeter, Area, and Point Protection Systems
- Techniques for Controlling Access and Egress
- Badges, Digital Controls, and Barriers
- Security of Information
- Security Professional IV: Semester 1 End of Semester Exam

Security Professional IV Semester 2

Security Professional IV: Semester 2 Pretest
General Safety
Occupational Safety and Health Administration
Fire Safety
Fire Prevention, Detection, and Suppression
Fire Classes and Extinguishers
Protection of People
Officer Responsibilities in Case of Fire
Emergency Measures Plan
Advanced First Aid
Receiving and Responding to Bomb Threats
Telephone Bomb Threats
Containers for Explosives
Bomb Placement
Basic Professionalism and Ethics
Memory and Observation Skills
Labor Relations
General Operating Procedures
Powers of a Protection Officer
Common Offenses
Legal Jurisdictions
Security Professional IV: Semester 2 End of Semester Exam

CAREER ELECTIVE COMMERCIAL DRIVING I

DESCRIPTION:

This course will prepare online students to employ skills needed in online coursework and the workplace. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 focuses on ways to improve study habits, to increase one's memory and motivation, and to strengthen decision making and problem solving skills.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

Commercial Driving I: Semester 1

- Commercial Driving I: Semester 1 Pretest
- Understanding Self-Esteem
- Setting Goals
- Learning Styles
- Professional Uses of Technology
- Security in Technology
- 21st Century Written Business Communication
- Time Management Overview
- Stress Management Overview
- Anger Management Overview
- Conflict Resolution Strategies
- Communication and Diversity
- Communication in the Workplace
- Sexual Harassment Awareness Overview
- Ethical Behavior
- Commercial Driving I: Semester 1 End of Semester Exam

Commercial Driving I Semester 2

- Commercial Driving I: Semester 2 Pretest
- Basics of Note-Taking
- Reading Comprehension
- Understanding and Improving Study Habits
- Memory Techniques
- Test-Taking Skills
- Effective Environments for Learning
- Distractions and Deterrents of Educational Success
- What is Motivation?
- Self-Motivation
- Trust and Motivation
- Change as a Motivator
- Embracing Change
- Critical Thinking Basics
- Problem Solving Model
- Decision Making
- Improving Decision Making
- Commercial Driving I: Semester 2 End of Semester Exam

CAREER ELECTIVE COMMERCIAL DRIVING II

DESCRIPTION:

This course will prepare online students to employ skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 focuses on communication skills, including communicating effectively and in difficult situations.

Semester 2 focuses on managing stress and emotions; including stress and its impact, emotional intelligence, anger management, and conflict resolution.

CREDITS:

1 Credit

PREREQUISITES:

Commercial Driving I

Commercial Driving II Semester 1

- Commercial Driving II: Semester 1 Pretest
- Communication Overview
- Verbal Communication
- Verbal Business Communication
- Written Communication
- Written Business Communication
- Nonverbal Communication
- Communication Styles and Interpersonal Communication
- Effective Communication
- Active Listening
- Assertive vs. Aggressive Communication
- Communicating in Difficult Situations
- Difficult Behaviors in the Workplace
- Negativity and Power Struggles at Work
- Working with Procrastinators and Untrustworthy People
- Communicating by Telephone
- Networking for Success
- Commercial Driving II: Semester 1 End of Semester Exam

Commercial Driving II Semester 2

- Commercial Driving II: Semester 2 Pretest
- What is Stress?
- Signs and Symptoms of Stress
- Sources of Stress
- Techniques for Managing Stress
- Anxiety and Stress
- Mindset and Stress
- Stress and Values Clarification
- Stress at Work
- Emotional Intelligence (EI)
- Emotional Intelligence Skills
- Understanding Anger
- Anger Cycle
- Anger Management
- Conflict Basics
- Conflict Resolution
- Addressing Violent Situations
- Commercial Driving II: Semester 2 End of Semester Exam

CAREER ELECTIVE COMMERCIAL DRIVING III

DESCRIPTION:

This course addresses skill sets critical to effective personal management, life, and career skills. This course discusses the ability to effectively deal with balancing life and work, managing time, and working with people. The course is presented in two semesters.

Semester 1 focuses on self-management skills, including saving and credit, accountability, organization, and balancing work and life.

Semester 2 focuses on managing time and working with others. Some topics include time management, personal productivity, handling information overload, tolerance, respect, and giving and receiving feedback.

CREDITS:

1 Credit

PREREQUISITES:

Commercial Driving I

Commercial Driving II

Commercial Driving III Semester 1

- Commercial Driving III: Semester 1 Pretest
- Budgeting
- Saving
- Credit
- Healthy Lifestyle Choices
- Personal Wellness
- Self-Awareness
- Positive Self Talk
- Accountability
- Self-Management
- Tips & Tricks for Smooth Living
- Crisis Management
- Using Critical Thinking in Work and Life
- Lifelong Learning
- Balancing Work and Life
- Pros and Cons of Social Media
- Basic Professionalism
- Commercial Driving III: Semester 1 End of Semester Exam

Commercial Driving III Semester 2

- Commercial Driving III: Semester 2 Pretest
- Introduction to Time Management
- Time Management Types and Styles
- Procrastination
- Time Management Antagonists
- Time Management Strategies
- Personal Productivity
- Handling Information Overload
- Setting Priorities
- Diversity in the Workplace
- Tolerance and Respect
- Respect and Employment
- Becoming the Go-to Person
- Advancing in a Job
- Cooperation and Compromise
- Influencing and Persuading
- Giving and Receiving Feedback and Criticism
- Commercial Driving III: Semester 2 End of Semester Exam

CAREER ELECTIVE COMMERCIAL DRIVING IV

DESCRIPTION:

This course describes procedures and techniques drivers should use to safely operate commercial or passenger-carrying vehicles. It also discusses first-aid techniques, health considerations, and awareness topics useful to transportation services professionals. This course is presented in two semesters.

Semester 1 describes defensive driving techniques. It discusses safety measures, proper use of various types of traffic lanes, proper turning and parking techniques, road awareness and ways to identify the misuse/abuse of alcohol and drugs. It also defines *road rage* and discusses its causes and effects.

Semester 2 describes procedures and techniques drivers should use to safely operate passenger-carrying vehicles, including adverse driving conditions. It also presents appropriate first-aid techniques for emergencies as well as strategies for awareness of potential violent or threatening situations.

CREDITS:

1 Credit

PREREQUISITES:

Commercial Driving I
Commercial Driving II
Commercial Driving III

Commercial Driving IV Semester 1

- Commercial Driving IV: Semester 1 Pretest
- Alcohol, Other Drugs, and Driving
- Defensive Driving
- Expressway Driving
- Signals, Signs, and Markings
- Intersection Safety
- Speed Limits and Official Stops
- Driving Conditions Requiring Heightened Awareness
- Vehicle Maintenance
- Safety Belts and Child Safety
- Vehicle and Roadway Emergencies
- Sharing the Road
- Pedestrian Traffic
- Traffic Lanes
- Making Turns
- Proper Parking Techniques
- The Threat of Road Rage
- Drug Misuse and Abuse
- Alcohol Misuse and Abuse
- Commercial Driving IV: Semester 1 End of Semester Exam

Commercial Driving IV Semester 2

- Commercial Driving IV: Semester 2 Pretest
- Pretrip Air Brake Inspection
- Knowing Your Route
- Vehicle Operation
- Blind Spots, Danger Zones, and Mirrors
- Inclement Weather and Adverse Conditions
- First Aid
- Bloodborne Pathogen Awareness
- Medical Emergency Awareness
- Security Awareness
- Situational Awareness
- Violence and De-escalation
- Discrimination in the Workplace
- Harassment at Work
- Employment Hot Topics
- Commercial Driving IV: Semester 2 End of Semester Exam

CAREER ELECTIVE OFFICE MANAGEMENT I

DESCRIPTION:

This course will prepare online students to employ skills needed in online coursework and the workplace. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 focuses on ways to improve study habits, to increase one's memory and motivation, and to strengthen decision making and problem solving skills.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

Office Management I Semester 1

Office Management I: Semester 1 Pretest
Understanding Self-Esteem
Setting Goals
Learning Styles
Professional Uses of Technology
Security in Technology
21st Century Written Business Communication
Time Management Overview
Stress Management Overview
Anger Management Overview
Conflict Resolution Strategies
Communication and Diversity
Communication in the Workplace
Sexual Harassment Awareness Overview
Ethical Behavior
Office Management I: Semester 1 End of Semester Exam

Office Management I Semester 2

Office Management I: Semester 2 Pretest
Basics of Note-Taking
Reading Comprehension
Understanding and Improving Study Habits
Memory Techniques
Test-Taking Skills
Effective Environments for Learning
Distractions and Deterrents of Educational Success
What is Motivation?
Self-Motivation
Trust and Motivation
Change as a Motivator
Embracing Change
Critical Thinking Basics
Problem Solving Model
Decision Making
Improving Decision Making
Office Management I: Semester 2 End of Semester Exam

CAREER ELECTIVE OFFICE MANAGEMENT II

DESCRIPTION:

This course will prepare online students to employ skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 focuses on communication skills, including communicating effectively and in difficult situations.

Semester 2 focuses on managing stress and emotions; including stress and its impact, emotional intelligence, anger management, and conflict resolution.

CREDITS:

1 Credit

PREREQUISITES:

Office Management I

Office Management II Semester 1

- Office Management II: Semester 1 Pretest
- Communication Overview
- Verbal Communication
- Verbal Business Communication
- Written Communication
- Written Business Communication
- Nonverbal Communication
- Communication Styles and Interpersonal Communication
- Effective Communication
- Active Listening
- Assertive vs. Aggressive Communication
- Communicating in Difficult Situations
- Difficult Behaviors in the Workplace
- Negativity and Power Struggles at Work
- Working with Procrastinators and Untrustworthy People
- Communicating by Telephone
- Networking for Success
- Office Management II: Semester 1 End of Semester Exam

Office Management II Semester 2

- Office Management II: Semester 2 Pretest
- What is Stress?
- Signs and Symptoms of Stress
- Sources of Stress
- Techniques for Managing Stress
- Anxiety and Stress
- Mindset and Stress
- Stress and Values Clarification
- Stress at Work
- Emotional Intelligence (EI)
- Emotional Intelligence Skills
- Understanding Anger
- Anger Cycle
- Anger Management
- Conflict Basics
- Conflict Resolution
- Addressing Violent Situations
- Office Management II: Semester 2 End of Semester Exam

CAREER ELECTIVE OFFICE MANAGEMENT III

DESCRIPTION:

This course addresses skill sets critical to effective personal management, life, and career skills. This course discusses the ability to effectively deal with balancing life and work, managing time, and working with people. The course is presented in two semesters.

Semester 1 focuses on self-management skills, including saving and credit, accountability, organization, and balancing work and life.

Semester 2 focuses on managing time and working with others. Some topics include time management, personal productivity, handling information overload, tolerance, respect, and giving and receiving feedback.

CREDITS:

1 Credit

PREREQUISITES:

Office Management I

Office Management II

Office Management III Semester 1

Office Management III: Semester 1 Pretest
Budgeting
Saving
Credit
Healthy Lifestyle Choices
Personal Wellness
Self-Awareness
Positive Self Talk
Accountability
Self-Management
Tips & Tricks for Smooth Living
Crisis Management
Using Critical Thinking in Work and Life
Lifelong Learning
Balancing Work and Life
Pros and Cons of Social Media
Basic Professionalism
Office Management III: Semester 1 End of Semester Exam

Office Management III Semester 2

Office Management III: Semester 2 Pretest
Introduction to Time Management
Time Management Types and Styles
Procrastination
Time Management Antagonists
Time Management Strategies
Personal Productivity
Handling Information Overload
Setting Priorities
Diversity in the Workplace
Tolerance and Respect
Respect and Employment
Becoming the Go-to Person
Advancing in a Job
Cooperation and Compromise
Influencing and Persuading
Giving and Receiving Feedback and Criticism
Office Management III: Semester 2 End of Semester Exam

CAREER ELECTIVE OFFICE MANAGEMENT IV

DESCRIPTION:

This course addresses career skills for office management professionals. It discusses important job-related skills for individuals who pursue careers within the field.

Semester 1 provides an overview of career skills, such information management and security, information technology, and creating presentations. It also discusses gaining trust, handling relationships, and office politics.

Semester 2 addresses some legal employment topics, such as the U.S. Equal Employment Opportunity Commission, harassment, and discrimination. It also provides an overview of other skills like resume writing, situational awareness, and maintaining a safe environment.

CREDITS:

1 Credit

PREREQUISITES:

Office Management I
Office Management II
Office Management III

Office Management IV Semester 1

- Office Management IV: Semester 1 Pretest
- Common Office Management Terms
- Office Manager Tasks and Employment Opportunities
- Information Technology (IT) Terms
- Office Information Technology (IT) Hardware and Software
- Beneficial Attributes for Office Work
- Gaining Trust
- Losing and Rebuilding Trust
- Office Decorum
- Office Politics
- Relationships In and Out of the Workplace
- Personal Identifiable Information (PII)
- Credit Cards
- Costs of Doing Business
- Change Management
- Knowledge Management
- Creating Effective Presentations
- Office Management IV: Semester 1 End of Semester Exam

Office Management IV Semester 2

- Office Management IV: Semester 2 Pretest
- Working Healthy in an Office
- Working Happy in an Office
- Situational Awareness
- Office Safety
- Office Emergencies
- Laws, Rules, and Regulations
- Leaving a Job
- Choosing the Right Resume for the Job
- Writing a Winning Resume
- Using Technology and Your Resume
- U.S. Equal Employment Opportunity Commission (EEOC)
- Sexual Harassment in the Office
- Discrimination in the Workplace
- Filing a Charge of Discrimination
- Performance Appraisals
- Professional Associations
- Office Management IV: Semester 2 End of Semester Exam

CAREER ELECTIVE GENERAL CAREER PREPARATION I

DESCRIPTION:

This course will prepare online students to employ skills needed in online coursework and the workplace. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 focuses on ways to improve study habits, to increase one's memory and motivation, and to strengthen decision making and problem solving skills.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

General Career Preparation I: Semester 1

General Career Preparation I: Semester 1 Pretest
Understanding Self-Esteem
Setting Goals
Learning Styles
Professional Uses of Technology
Security in Technology
21st Century Written Business Communication
Time Management Overview
Stress Management Overview
Anger Management Overview
Conflict Resolution Strategies
Communication and Diversity
Communication in the Workplace
Sexual Harassment Awareness Overview
Ethical Behavior
General Career Preparation I: Semester 1 End of Semester Exam

General Career Preparation I: Semester 2

General Career Preparation I: Semester 2 Pretest
Basics of Note-Taking
Reading Comprehension
Understanding and Improving Study Habits
Memory Techniques
Test-Taking Skills
Effective Environments for Learning
Distractions and Deterrents of Educational Success
What is Motivation?
Self-Motivation
Trust and Motivation
Change as a Motivator
Embracing Change
Critical Thinking Basics
Problem Solving Model
Decision Making
Improving Decision Making
General Career Preparation I: Semester 2 End of Semester Exam

CAREER ELECTIVE GENERAL CAREER PREPARATION II

DESCRIPTION:

This course will prepare online students to employ skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 focuses on communication skills, including communicating effectively and in difficult situations.

Semester 2 focuses on managing stress and emotions; including stress and its impact, emotional intelligence, anger management, and conflict resolution.

CREDITS:

1 Credit

PREREQUISITES:

General Career Preparation I

General Career Preparation II: Semester 1

- General Career Preparation II: Semester 1 Pretest
- Communication Overview
- Verbal Communication
- Verbal Business Communication
- Written Communication
- Written Business Communication
- Nonverbal Communication
- Communication Styles and Interpersonal Communication
- Effective Communication
- Active Listening
- Assertive vs. Aggressive Communication
- Communicating in Difficult Situations
- Difficult Behaviors in the Workplace
- Negativity and Power Struggles at Work
- Working with Procrastinators and Untrustworthy People
- Communicating by Telephone
- Networking for Success
- General Career Preparation II: Semester 1 End of Semester Exam

General Career Preparation II: Semester 2

- General Career Preparation II: Semester 2 Pretest
- What is Stress?
- Signs and Symptoms of Stress
- Sources of Stress
- Techniques for Managing Stress
- Anxiety and Stress
- Mindset and Stress
- Stress and Values Clarification
- Stress at Work
- Emotional Intelligence (EI)
- Emotional Intelligence Skills
- Understanding Anger
- Anger Cycle
- Anger Management
- Conflict Basics
- Conflict Resolution
- Addressing Violent Situations
- General Career Preparation II: Semester 2 End of Semester Exam

CAREER ELECTIVE GENERAL CAREER PREPARATION III

DESCRIPTION:

This course addresses skill sets critical to effective personal management, life, and career skills. This course discusses the ability to effectively deal with balancing life and work, managing time, and working with people. The course is presented in two semesters.

Semester 1 focuses on self-management skills, including saving and credit, accountability, organization, and balancing work and life.

Semester 2 focuses on managing time and working with others. Some topics include time management, personal productivity, handling information overload, tolerance, respect, and giving and receiving feedback.

CREDITS:

1 Credit

PREREQUISITES:

General Career Preparation I

General Career Preparation II

General Career Preparation III: Semester 1

General Career Preparation III: Semester 1 Pretest

Budgeting

Saving

Credit

Healthy Lifestyle Choices

Personal Wellness

Self-Awareness

Positive Self Talk

Accountability

Self-Management

Tips & Tricks for Smooth Living

Crisis Management

Using Critical Thinking in Work and Life

Lifelong Learning

Balancing Work and Life

Pros and Cons of Social Media

Basic Professionalism

General Career Preparation III: Semester 1 End of Semester Exam

General Career Preparation III: Semester 2

General Career Preparation III: Semester 2 Pretest

Introduction to Time Management

Time Management Types and Styles

Procrastination

Time Management Antagonists

Time Management Strategies

Personal Productivity

Handling Information Overload

Setting Priorities

Diversity in the Workplace

Tolerance and Respect

Respect and Employment

Becoming the Go-to Person

Advancing in a Job

Cooperation and Compromise

Influencing and Persuading

Giving and Receiving Feedback and Criticism

General Career Preparation III: Semester 2 End of Semester Exam

CAREER ELECTIVE GENERAL CAREER PREPARATION IV

DESCRIPTION:

This course addresses career skills and employment. It discusses skills that can be helpful when attempting to get and stay employed. It also discusses laws that protect both the employer and the employee.

Semester 1 provides an overview of career skills, such as creativity, working in teams, handling relationships, and leadership.

Semester 2 focuses on legal employment topics, such as the U.S. Equal Employment Opportunity Commission, harassment, and discrimination. It also provides an overview of job-search skills, including resume writing and interviewing skills.

CREDITS:

1 Credit

PREREQUISITES:

General Career Preparation I

General Career Preparation II

General Career Preparation III

General Career Preparation IV: Semester 1

General Career Preparation IV: Semester 1 Pretest
Misconceptions about Creativity
Creativity
The Creative Process
Creativity in Daily Life
Putting Creative Ideas to Work
Creativity in the Workplace
Creativity in a Team
Creativity in Leadership
Creating Successful Teams
Working as Part of a Team
Gaining Trust
Losing and Rebuilding Trust
Office Politics
Relationships In and Out of the Workplace
Working with Poor Leadership
Becoming a Good Leader
General Career Preparation IV: Semester 1 End of Semester Exam

General Career Preparation IV: Semester 2

General Career Preparation IV: Semester 2 Pretest
U.S. Equal Employment Opportunity Commission (EEOC)
Governmental Involvement in the Workplace
Discrimination in the Workplace
Filing a Charge of Discrimination
Harassment at Work
Introduction to Sexual Harassment
Sexual Harassment: Prevention and Response
Employment Hot Topics
Choosing the Right Resume for the Job
Using Technology and Your Resume
Writing a Winning Resume
Job Search
Preparing for an Interview
Attending an Interview
New-Hire Information and Orientation
Performance Appraisals
General Career Preparation IV: Semester 2 End of Semester Exam

CAREER ELECTIVE RETAIL CUSTOMER SERVICE SKILLS I

DESCRIPTION:

This course will prepare online students to employ skills needed in online coursework and the workplace. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 focuses on ways to improve study habits, to increase one's memory and motivation, and to strengthen decision making and problem solving skills.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

Retail Customer Service Skills I: Semester 1

Retail Customer Service I: Semester 1 Pretest
Understanding Self-Esteem
Setting Goals
Learning Styles
Professional Uses of Technology
Security in Technology
21st Century Written Business Communication
Time Management Overview
Stress Management Overview
Anger Management Overview
Conflict Resolution Strategies
Communication and Diversity
Communication in the Workplace
Sexual Harassment Awareness Overview
Ethical Behavior
Retail Customer Service I: Semester 1 End of Semester Exam

Retail Customer Service Skills I: Semester 2

Retail Customer Service I: Semester 2 Pretest
Basics of Note-Taking
Reading Comprehension
Understanding and Improving Study Habits
Memory Techniques
Test-Taking Skills
Effective Environments for Learning
Distractions and Deterrents of Educational Success
What is Motivation?
Self-Motivation
Trust and Motivation
Change as a Motivator
Embracing Change
Critical Thinking Basics
Problem Solving Model
Decision Making
Improving Decision Making
Retail Customer Service I: Semester 2 End of Semester Exam

CAREER ELECTIVE RETAIL CUSTOMER SERVICE SKILLS II

DESCRIPTION:

This course will prepare online students to employ skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 focuses on communication skills, including communicating effectively and in difficult situations.

Semester 2 focuses on managing stress and emotions; including stress and its impact, emotional intelligence, anger management, and conflict resolution.

CREDITS:

1 Credit

PREREQUISITES:

Retail Customer Service Skills I

Retail Customer Service Skills II: Semester 1

- Retail Customer Service Skills II: Semester 1 Pretest
- Communication Overview
- Verbal Communication
- Verbal Business Communication
- Written Communication
- Written Business Communication
- Nonverbal Communication
- Communication Styles and Interpersonal Communication
- Effective Communication
- Active Listening
- Assertive vs. Aggressive Communication
- Communicating in Difficult Situations
- Difficult Behaviors in the Workplace
- Negativity and Power Struggles at Work
- Working with Procrastinators and Untrustworthy People
- Communicating by Telephone
- Networking for Success
- Retail Customer Service Skills II: Semester 1 End of Semester Exam

Retail Customer Service Skills II: Semester 2

- Retail Customer Service Skills II: Semester 2 Pretest
- What is Stress?
- Signs and Symptoms of Stress
- Sources of Stress
- Techniques for Managing Stress
- Anxiety and Stress
- Mindset and Stress
- Stress and Values Clarification
- Stress at Work
- Emotional Intelligence (EI)
- Emotional Intelligence Skills
- Understanding Anger
- Anger Cycle
- Anger Management
- Conflict Basics
- Conflict Resolution
- Addressing Violent Situations
- Retail Customer Service Skills II: Semester 2 End of Semester Exam

CAREER ELECTIVE RETAIL CUSTOMER SERVICE SKILLS III

DESCRIPTION:

This course addresses skill sets critical to effective personal management, life, and career skills. This course discusses the ability to effectively deal with balancing life and work, managing time, and working with people. The course is presented in two semesters.

Semester 1 focuses on self-management skills, including saving and credit, accountability, organization, and balancing work and life.

Semester 2 focuses on managing time and working with others. Some topics include time management, personal productivity, handling information overload, tolerance, respect, and giving and receiving feedback.

CREDITS:

1 Credit

PREREQUISITES:

Retail Customer Service Skills I

Retail Customer Service Skills II

Retail Customer Service Skills III: Semester 1

Retail Customer Service Skills III: Semester 1 Pretest

Budgeting

Saving

Credit

Healthy Lifestyle Choices

Personal Wellness

Self-Awareness

Positive Self Talk

Accountability

Self-Management

Tips & Tricks for Smooth Living

Crisis Management

Using Critical Thinking in Work and Life

Lifelong Learning

Balancing Work and Life

Pros and Cons of Social Media

Basic Professionalism

Retail Customer Service Skills III: Semester 1 End of Semester Exam

Retail Customer Service Skills III: Semester 2

Retail Customer Service Skills III: Semester 2 Pretest

Introduction to Time Management

Time Management Types and Styles

Procrastination

Time Management Antagonists

Time Management Strategies

Personal Productivity

Handling Information Overload

Setting Priorities

Diversity in the Workplace

Tolerance and Respect

Respect and Employment

Becoming the Go-to Person

Advancing in a Job

Cooperation and Compromise

Influencing and Persuading

Giving and Receiving Feedback and Criticism

Retail Customer Service Skills III: Semester 2 End of Semester Exam

CAREER ELECTIVE RETAIL CUSTOMER SERVICE SKILLS IV

DESCRIPTION:

This course addresses career skills for retail and customer service professionals. It discusses important sales concepts and other job-related skills.

Semester 1 provides an overview of career skills, such as steps of selling and effective listening. It also discusses the traits of sales personnel and customer characteristics and behaviors.

Semester 2 focuses other job-related skills like keeping inventory, situational awareness, and security of information.

CREDITS:

1 Credit

PREREQUISITES:

Retail Customer Service Skills I

Retail Customer Service Skills II

Retail Customer Service Skills III

Retail Customer Service Skills IV: Semester 1

Retail Customer Service Skills IV: Semester 1 Pretest
The Language of Retail
Working in Retail Sales
Beneficial Attributes and Traits for Retail Sales Personnel
Communication with Retail Customers
Customer Behaviors and Buying Decisions
Customers and Goods
Selling and Psychology
Seven Steps of Retail Selling
Closing Sales
Listening Effectively
Recording Work Hours and Getting Paid
Working and Paying Taxes 1
Working and Paying Taxes 2
Personal Insurance 1
Personal Insurance 2
Labor Unions
Retail Customer Service Skills IV: Semester 1 End of Semester Exam

Retail Customer Service Skills IV: Semester 2

Retail Customer Service Skills IV: Semester 2 Pretest
Inventory
Preventing Shoplifting
Personal Identifiable Information (PII)
Credit Cards
Cash Reconciliation
Costs of Doing Business
Enjoying Your Work Environment
Staying Healthy at Work
Situational Awareness
Maintaining a Safe Workplace
Violence and De-escalation
Postsecondary Education
Leaving a Job
Choosing the Right Resume for the Job
Using Technology and Your Resume
Writing a Winning Resume
Retail Customer Service Skills IV: Semester 2 End of Semester Exam

CAREER ELECTIVE FOOD AND HOSPITALITY SERVICE SKILLS I

DESCRIPTION:

This course will prepare online students to employ skills needed in online coursework and the workplace. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 focuses on ways to improve study habits, to increase one's memory and motivation, and to strengthen decision making and problem solving skills.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

Food and Hospitality Service Skills I: Semester 1

Food and Hospitality Service Skills I: Semester 1 Pretest
Understanding Self-Esteem
Setting Goals
Learning Styles
Professional Uses of Technology
Security in Technology
21st Century Written Business Communication
Time Management Overview
Stress Management Overview
Anger Management Overview
Conflict Resolution Strategies
Communication and Diversity
Communication in the Workplace
Sexual Harassment Awareness Overview
Ethical Behavior
Food and Hospitality Service Skills I: Semester 1 End of Semester Exam

Food and Hospitality Service Skills I: Semester 2

Food and Hospitality Service Skills I: Semester 2 Pretest
Basics of Note-Taking
Reading Comprehension
Understanding and Improving Study Habits
Memory Techniques
Test-Taking Skills
Effective Environments for Learning
Distractions and Deterrents of Educational Success
What is Motivation?
Self-Motivation
Trust and Motivation
Change as a Motivator
Embracing Change
Critical Thinking Basics
Problem Solving Model
Decision Making
Improving Decision Making
Food and Hospitality Service Skills I: Semester 2 End of Semester Exam

CAREER ELECTIVE FOOD AND HOSPITALITY SERVICE SKILLS II

DESCRIPTION:

This course will prepare online students to employ skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 focuses on communication skills, including communicating effectively and in difficult situations.

Semester 2 focuses on managing stress and emotions; including stress and its impact, emotional intelligence, anger management, and conflict resolution.

CREDITS:

1 Credit

PREREQUISITES:

Food and Hospitality Service Skills I

Food and Hospitality Service Skills II: Semester 1

- Food and Hospitality Service Skills II: Semester 1 Pretest
- Communication Overview
- Verbal Communication
- Verbal Business Communication
- Written Communication
- Written Business Communication
- Nonverbal Communication
- Communication Styles and Interpersonal Communication
- Effective Communication
- Active Listening
- Assertive vs. Aggressive Communication
- Communicating in Difficult Situations
- Difficult Behaviors in the Workplace
- Negativity and Power Struggles at Work
- Working with Procrastinators and Untrustworthy People
- Communicating by Telephone
- Networking for Success
- Food and Hospitality Service Skills II: Semester 1 End of Semester Exam

Food and Hospitality Service Skills II: Semester 2

- Food and Hospitality Service Skills II: Semester 2 Pretest
- What is Stress?
- Signs and Symptoms of Stress
- Sources of Stress
- Techniques for Managing Stress
- Anxiety and Stress
- Mindset and Stress
- Stress and Values Clarification
- Stress at Work
- Emotional Intelligence (EI)
- Emotional Intelligence Skills
- Understanding Anger
- Anger Cycle
- Anger Management
- Conflict Basics
- Conflict Resolution
- Addressing Violent Situations
- Food and Hospitality Service Skills II: Semester 2 End of Semester Exam

CAREER ELECTIVE FOOD AND HOSPITALITY SERVICE SKILLS III

DESCRIPTION:

This course addresses skill sets critical to effective personal management, life, and career skills. This course discusses the ability to effectively deal with balancing life and work, managing time, and working with people. The course is presented in two semesters.

Semester 1 focuses on self-management skills, including saving and credit, accountability, organization, and balancing work and life.

Semester 2 focuses on managing time and working with others. Some topics include time management, personal productivity, handling information overload, tolerance, respect, and giving and receiving feedback.

CREDITS:

1 Credit

PREREQUISITES:

Food and Hospitality Service Skills I

Food and Hospitality Service Skills II

Food and Hospitality Service Skills III: Semester 1

Food and Hospitality Service Skills III: Semester 1 Pretest

Budgeting

Saving

Credit

Healthy Lifestyle Choices

Personal Wellness

Self-Awareness

Positive Self Talk

Accountability

Self-Management

Tips & Tricks for Smooth Living

Crisis Management

Using Critical Thinking in Work and Life

Lifelong Learning

Balancing Work and Life

Pros and Cons of Social Media

Basic Professionalism

Food and Hospitality Service Skills III: Semester 1 End of Semester Exam

Food and Hospitality Service Skills III: Semester 2

Food and Hospitality Service Skills III: Semester 2 Pretest

Introduction to Time Management

Time Management Types and Styles

Procrastination

Time Management Antagonists

Time Management Strategies

Personal Productivity

Handling Information Overload

Setting Priorities

Diversity in the Workplace

Tolerance and Respect

Respect and Employment

Becoming the Go-to Person

Advancing in a Job

Cooperation and Compromise

Influencing and Persuading

Giving and Receiving Feedback and Criticism

Food and Hospitality Service Skills III: Semester 2 End of Semester Exam

CAREER ELECTIVE FOOD AND HOSPITALITY SERVICE SKILLS IV

DESCRIPTION:

This course addresses career skills for food and hospitality service professionals. It discusses the work environments found in the field as well as attributes of individuals who pursue careers within the field. It also discusses important food service concepts.

Semester 1 provides an overview of career opportunities and characteristics of people who choose the food and hospitality service field. It also discusses basic skills for food service professionals.

Semester 2 focuses on food safety issues, including foodborne illnesses, proper food preparation and storage, and HACCP management system. It also addresses facility cleanliness and sanitation procedures.

CREDITS:

1 Credit

PREREQUISITES:

Food and Hospitality Service Skills I
Food and Hospitality Service Skills II
Food and Hospitality Service Skills III

Food and Hospitality Service Skills IV: Semester 1

- Food and Hospitality Service Skills IV: Semester 1 Pretest
- The Food and Hospitality Service Industry
- Food & Hospitality Service Work Environments
- Interpersonal Relations
- Personal Preparation and Attributes
- Personal Safety
- Food Preparation 1
- Food Preparation 2
- Food Preparation 3
- Storage and Disposal of Prepared Foods
- Food Protection
- Food Security
- Responding to Foodborne Illness Outbreaks
- Dealing with Incidents and Emergencies
- Food Service Weights and Measures
- Food Service Math
- Hospitality Industry Jobs
- Food and Hospitality Service Skills IV: Semester 1 End of Semester Exam

Food and Hospitality Service Skills IV: Semester 2

- Food and Hospitality Service Skills IV: Semester 2 Pretest
- Management Roles and Responsibilities
- Bloodborne Pathogens
- Foodborne Illnesses 1
- Foodborne Illnesses 2
- History and Scope of U.S. Food Service Regulation
- Receiving and Storing Food Items
- Food Danger Zone and Food Preparation Processes
- Food Preparation Processes 2 and 3
- Hazard Analysis and Critical Control Points (HACCP) 1
- Hazard Analyses and Critical Control Points 2
- Establishing Limits and Monitoring Procedures
- Corrective Actions and Verification Procedures
- Keeping Records and Applying HACCP in Retail Establishments
- Food Service Facility Requirements
- Food Service Facility and Equipment Cleanliness and Sanitation
- Controlling Vermin in Food Service Facilities
- Food and Hospitality Service Skills IV: Semester 2 End of Semester Exam

CAREER ELECTIVE HOSPITALITY AND LEISURE I

DESCRIPTION:

This course will prepare online students to employ skills needed in online coursework and the workplace. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 focuses on ways to improve study habits, to increase one's memory and motivation, and to strengthen decision making and problem-solving skills.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

Hospitality and Leisure I: Semester 1

Hospitality and Leisure I: Semester 1 Pretest
Understanding Self-Esteem
Setting Goals
Learning Styles
Professional Uses of Technology
Security in Technology
21st Century Written Business Communication
Time Management Overview
Stress Management Overview
Anger Management Overview
Conflict Resolution Strategies
Communication and Diversity
Communication in the Workplace
Sexual Harassment Awareness Overview
Ethical Behavior
Hospitality and Leisure I: Semester 1 End of Semester Exam

Hospitality and Leisure I: Semester 2

Hospitality and Leisure I: Semester 2 Pretest
Basics of Note-Taking
Reading Comprehension
Understanding and Improving Study Habits
Memory Techniques
Test-Taking Skills
Effective Environments for Learning
Distractions and Deterrents of Educational Success
What is Motivation?
Self-Motivation
Trust and Motivation
Change as a Motivator
Embracing Change
Critical Thinking Basics
Problem Solving Model
Decision Making
Improving Decision Making
Hospitality and Leisure I: Semester 2 End of Semester Exam

CAREER ELECTIVE HOSPITALITY AND LEISURE II

DESCRIPTION:

This course will prepare online students to employ skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 focuses on communication skills, including communicating effectively and in difficult situations.

Semester 2 focuses on managing stress and emotions; including stress and its impact, emotional intelligence, anger management, and conflict resolution.

CREDITS:

1 Credit

PREREQUISITES:

Hospitality and Leisure I

Hospitality and Leisure II: Semester 1

- Hospitality and Leisure II: Semester 1 Pretest
- Communication Overview
- Verbal Communication
- Verbal Business Communication
- Written Communication
- Written Business Communication
- Nonverbal Communication
- Communication Styles and Interpersonal Communication
- Effective Communication
- Active Listening
- Assertive vs. Aggressive Communication
- Communicating in Difficult Situations
- Difficult Behaviors in the Workplace
- Negativity and Power Struggles at Work
- Working with Procrastinators and Untrustworthy People
- Communicating by Telephone
- Networking for Success
- Hospitality and Leisure II: Semester 1 End of Semester Exam

Hospitality and Leisure II: Semester 2

- Hospitality and Leisure II: Semester 2 Pretest
- What is Stress?
- Signs and Symptoms of Stress
- Sources of Stress
- Techniques for Managing Stress
- Anxiety and Stress
- Mindset and Stress
- Stress and Values Clarification
- Stress at Work
- Emotional Intelligence (EI)
- Emotional Intelligence Skills
- Understanding Anger
- Anger Cycle
- Anger Management
- Conflict Basics
- Conflict Resolution
- Addressing Violent Situations
- Hospitality and Leisure II: Semester 2 End of Semester Exam

CAREER ELECTIVE HOSPITALITY AND LEISURE III

DESCRIPTION:

This course addresses skill sets critical to effective personal management, life, and career skills. This course discusses the ability to effectively deal with balancing life and work, managing time, and working with people. The course is presented in two semesters.

Semester 1 focuses on self-management skills, including saving and credit, accountability, organization, and balancing work and life.

Semester 2 focuses on managing time and working with others. Some topics include time management, personal productivity, handling information overload, tolerance, respect, and giving and receiving feedback.

CREDITS:

1 Credit

PREREQUISITES:

Hospitality and Leisure I
Hospitality and Leisure II

Hospitality and Leisure III: Semester 1

Hospitality and Leisure III: Semester 1 Pretest
Budgeting
Saving
Credit
Healthy Lifestyle Choices
Personal Wellness
Self-Awareness
Positive Self Talk
Accountability
Self-Management
Tips & Tricks for Smooth Living
Crisis Management
Using Critical Thinking in Work and Life
Lifelong Learning
Balancing Work and Life
Pros and Cons of Social Media
Basic Professionalism
Hospitality and Leisure III: Semester 1 End of Semester Exam

Hospitality and Leisure III: Semester 2

Hospitality and Leisure III: Semester 2 Pretest
Introduction to Time Management
Time Management Types and Styles
Procrastination
Time Management Antagonists
Time Management Strategies
Personal Productivity
Handling Information Overload
Setting Priorities
Diversity in the Workplace
Tolerance and Respect
Respect and Employment
Becoming the Go-to Person
Advancing in a Job
Cooperation and Compromise
Influencing and Persuading
Giving and Receiving Feedback and Criticism
Hospitality and Leisure III: Semester 2 End of Semester Exam

CAREER ELECTIVE HOSPITALITY AND LEISURE IV

DESCRIPTION:

This course addresses career skills and employment. It discusses employment opportunities with the career field and the skills that can be helpful when attempting to get and stay employed.

Semester 1 provides an overview of the career field and characteristics of the industry. It also addresses health and safety concerns, protection of personal information, and building relationships and trust with others.

Semester 2 focuses on jobs within the industry, the protection of people and facilities, and legal employment topics, such as discrimination. It also provides an overview of job-search skills, including resume writing and interviewing skills.

CREDITS:

1 Credit

PREREQUISITES:

Hospitality and Leisure I
Hospitality and Leisure II
Hospitality and Leisure III

Hospitality and Leisure IV: Semester 1

Hospitality and Leisure IV: Semester 1 Pretest
The Hospitality and Leisure Services Industry
Beneficial Skills, Knowledge, and Attributes for the Hospitality Industry
History of Temporary Lodging
The Accommodation Sector 1
The Accommodation Sector 2
Food and Beverage Service Jobs 1
Food and Beverage Service Jobs 2
Bloodborne Pathogens Awareness
Foodborne Illnesses
Personal Identifiable Information
Gaining Trust
Losing and Rebuilding Trust
Relationships In and Out of the Workplace
Drug Misuse and Abuse
Alcohol Misuse and Abuse
Hospitality and Leisure IV: Semester 1 End of Semester Exam

Hospitality and Leisure IV: Semester 2

Hospitality and Leisure IV: Semester 2 Pretest
Golf Course and Resort Jobs
National and State Park Jobs
Theme and Amusement Park Jobs
Casino and Gaming Industry Jobs
Event Coordination
Hospitality Law
Situational Awareness
Security Awareness
Understanding and Preparing for Active Shooter Events
Preventing and Responding to Active Shooter Events
Discrimination in the Workplace
Choosing the Right Resume for the Job
Writing a Winning Resume
Using Technology and Your Resume
Preparing for an Interview
Attending an Interview
Hospitality and Leisure IV: Semester 2 End of Semester Exam

CAREER ELECTIVE HOME CARE PROFESSIONAL I

DESCRIPTION:

This course will prepare online students to employ skills needed in online coursework and the workplace. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 focuses on ways to improve study habits, to increase one's memory and motivation, and to strengthen decision making and problem-solving skills.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

Home Care Professional I: Semester 1

Home Care Professional I: Semester 1 Pretest
Understanding Self-Esteem
Setting Goals
Learning Styles
Professional Uses of Technology
Security in Technology
21st Century Written Business Communication
Time Management Overview
Stress Management Overview
Anger Management Overview
Conflict Resolution Strategies
Communication and Diversity
Communication in the Workplace
Sexual Harassment Awareness Overview
Ethical Behavior
Home Care Professional I: Semester 1 End of Semester Exam

Home Care Professional I: Semester 2

Home Care Professional I: Semester 2 Pretest
Basics of Note-Taking
Reading Comprehension
Understanding and Improving Study Habits
Memory Techniques
Test-Taking Skills
Effective Environments for Learning
Distractions and Deterrents of Educational Success
What is Motivation?
Self-Motivation
Trust and Motivation
Change as a Motivator
Embracing Change
Critical Thinking Basics
Problem Solving Model
Decision Making
Improving Decision Making
Home Care Professional I: Semester 2 End of Semester Exam

CAREER ELECTIVE HOME CARE PROFESSIONAL II

DESCRIPTION:

This course will prepare online students to employ skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 focuses on communication skills, including communicating effectively and in difficult situations.

Semester 2 focuses on managing stress and emotions; including stress and its impact, emotional intelligence, anger management, and conflict resolution.

CREDITS:

1 Credit

PREREQUISITES:

Home Care Professional I

Home Care Professional II: Semester 1

- Home Care Professional II: Semester 1 Pretest
- Communication Overview
- Verbal Communication
- Verbal Business Communication
- Written Communication
- Written Business Communication
- Nonverbal Communication
- Communication Styles and Interpersonal Communication
- Effective Communication
- Active Listening
- Assertive vs. Aggressive Communication
- Communicating in Difficult Situations
- Difficult Behaviors in the Workplace
- Negativity and Power Struggles at Work
- Working with Procrastinators and Untrustworthy People
- Communicating by Telephone
- Networking for Success
- Home Care Professional II: Semester 1 End of Semester Exam

Home Care Professional II: Semester 2

- Home Care Professional II: Semester 2 Pretest
- What is Stress?
- Signs and Symptoms of Stress
- Sources of Stress
- Techniques for Managing Stress
- Anxiety and Stress
- Mindset and Stress
- Stress and Values Clarification
- Stress at Work
- Emotional Intelligence (EI)
- Emotional Intelligence Skills
- Understanding Anger
- Anger Cycle
- Anger Management
- Conflict Basics
- Conflict Resolution
- Addressing Violent Situations
- Home Care Professional II: Semester 2 End of Semester Exam

CAREER ELECTIVE HOME CARE PROFESSIONAL III

DESCRIPTION:

This course addresses skill sets critical to effective personal management, life, and career skills. This course discusses the ability to effectively deal with balancing life and work, managing time, and working with people. The course is presented in two semesters.

Semester 1 focuses on self-management skills, including saving and credit, accountability, organization, and balancing work and life.

Semester 2 focuses on managing time and working with others. Some topics include time management, personal productivity, handling information overload, tolerance, respect, and giving and receiving feedback.

CREDITS:

1 Credit

PREREQUISITES:

Home Care Professional I

Home Care Professional II

Home Care Professional III: Semester 1

Home Care Professional III: Semester 1 Pretest
Budgeting
Saving
Credit
Healthy Lifestyle Choices
Personal Wellness
Self-Awareness
Positive Self Talk
Accountability
Self-Management
Tips & Tricks for Smooth Living
Crisis Management
Using Critical Thinking in Work and Life
Lifelong Learning
Balancing Work and Life
Pros and Cons of Social Media
Basic Professionalism
Home Care Professional III: Semester 1 End of Semester Exam

Home Care Professional III: Semester 2

Home Care Professional III: Semester 2 Pretest
Introduction to Time Management
Time Management Types and Styles
Procrastination
Time Management Antagonists
Time Management Strategies
Personal Productivity
Handling Information Overload
Setting Priorities
Diversity in the Workplace
Tolerance and Respect
Respect and Employment
Becoming the Go-to Person
Advancing in a Job
Cooperation and Compromise
Influencing and Persuading
Giving and Receiving Feedback and Criticism
Home Care Professional III: Semester 2 End of Semester Exam

CAREER ELECTIVE HOME CARE PROFESSIONAL IV

DESCRIPTION:

This course will prepare online students to employ skills needed in the workplace. The course is presented in two semesters.

Semester 1 describes an overview of the roles and responsibilities of home care professionals, including person-to-person communications, working with customers, considerations for clients with specific needs, maintaining nutritional needs and healthy home environments, and methods for dealing with emergencies.

Semester 2 discusses aspects of personal care and hygiene for home care patients, including first aid, skin care and muscle maintenance, and the administration of medications. It also discusses how to care for individuals with specific ailments and methods for recording vital signs and documenting observations.

CREDITS:

1 Credit

PREREQUISITES:

Home Care Professional I
Home Care Professional II
Home Care Professional III

Home Care Professional IV: Semester 1

- Home Care Professional IV: Semester 1 Pretest
- The Home Care Career Field
- Roles and Responsibilities of a Home Care Professional
- Home Care Organizations and Programs
- Home Care Person-to-Person Communications
- Home Care Customers
- Considerations for Special Clients in Home Care
- The Human Body I
- The Human Body II
- Providing Nutrition and Fluids
- Buying and Preparing Food
- Foodborne Illnesses
- Maintaining a Healthy Home Environment
- Bloodborne Pathogens Awareness
- Medical Emergency Awareness
- Dealing with Emergencies
- Home Care Professional IV: Semester 1 End of Semester Exam

Home Care Professional IV: Semester 2

- Home Care Professional IV: Semester 2 Pretest
- First Aid
- Controlling Infection
- Patient Grooming and Hygiene
- Maintaining Skin and Muscle Integrity
- Transfer and Ambulation
- Caring for Pregnant Women and New Mothers
- Infant and Toddler Care
- Caring for Individuals with Epilepsy
- Caring for Individuals with Diabetes
- Caring for Individuals with Vertigo or Dizziness
- Caring for Individuals with Depression
- Caring for Individuals with Digestive Disorders
- Medications
- Reading and Recording Vital Signs
- Documenting and Reporting Observations
- Home Care Professional IV: Semester 2 End of Semester Exam

CAREER ELECTIVE MANUFACTURING I

DESCRIPTION:

This course will prepare online students to employ skills needed in online coursework and the workplace. The course is presented in two semesters.

Semester 1 describes an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques.

Semester 2 focuses on ways to improve study habits, to increase one's memory and motivation, and to strengthen decision making and problem solving skills.

CREDITS:

1 Credit

PREREQUISITES:

There are no prerequisites for this course.

Manufacturing I: Semester 1

- Manufacturing I: Semester 1 Pretest
- Understanding Self-Esteem
- Setting Goals
- Learning Styles
- Professional Uses of Technology
- Security in Technology
- 21st Century Written Business Communication
- Time Management Overview
- Stress Management Overview
- Anger Management Overview
- Conflict Resolution Strategies
- Communication and Diversity
- Communication in the Workplace
- Sexual Harassment Awareness Overview
- Ethical Behavior
- Manufacturing I: Semester 1 End of Semester Exam

Manufacturing I Semester 2

- Manufacturing I: Semester 2 Pretest
- Basics of Note-Taking
- Reading Comprehension
- Understanding and Improving Study Habits
- Memory Techniques
- Test-Taking Skills
- Effective Environments for Learning
- Distractions and Deterrents of Educational Success
- What is Motivation?
- Self-Motivation
- Trust and Motivation
- Change as a Motivator
- Embracing Change
- Critical Thinking Basics
- Problem Solving Model
- Decision Making
- Improving Decision Making
- Manufacturing I: Semester 2 End of Semester Exam

CAREER ELECTIVE MANUFACTURING II

DESCRIPTION:

This course will prepare online students to employ skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 focuses on communication skills, including communicating effectively and in difficult situations.

Semester 2 focuses on managing stress and emotions; including stress and its impact, emotional intelligence, anger management, and conflict resolution.

CREDITS:

1 Credit

PREREQUISITES:

Manufacturing I

Manufacturing II Semester 1

- Manufacturing II: Semester 1 Pretest
- Communication Overview
- Verbal Communication
- Verbal Business Communication
- Written Communication
- Written Business Communication
- Nonverbal Communication
- Communication Styles and Interpersonal Communication
- Effective Communication
- Active Listening
- Assertive vs. Aggressive Communication
- Communicating in Difficult Situations
- Difficult Behaviors in the Workplace
- Negativity and Power Struggles at Work
- Working with Procrastinators and Untrustworthy People
- Communicating by Telephone
- Networking for Success
- Manufacturing II: Semester 1 End of Semester Exam

Manufacturing II Semester 2

- Manufacturing II: Semester 2 Pretest
- What is Stress?
- Signs and Symptoms of Stress
- Sources of Stress
- Techniques for Managing Stress
- Anxiety and Stress
- Mindset and Stress
- Stress and Values Clarification
- Stress at Work
- Emotional Intelligence (EI)
- Emotional Intelligence Skills
- Understanding Anger
- Anger Cycle
- Anger Management
- Conflict Basics
- Conflict Resolution
- Addressing Violent Situations
- Manufacturing II: Semester 2 End of Semester Exam

CAREER ELECTIVE MANUFACTURING III

DESCRIPTION:

This course addresses skill sets critical to effective personal management, life, and career skills. This course discusses the ability to effectively deal with balancing life and work, managing time, and working with people. The course is presented in two semesters.

Semester 1 focuses on self-management skills, including saving and credit, accountability, organization, and balancing work and life.

Semester 2 focuses on managing time and working with others. Some topics include time management, personal productivity, handling information overload, tolerance, respect, and giving and receiving feedback.

CREDITS:

1 Credit

PREREQUISITES:

Manufacturing I

Manufacturing II

Manufacturing III Semester 1

- Manufacturing III: Semester 1 Pretest
- Budgeting
- Saving
- Credit
- Healthy Lifestyle Choices
- Personal Wellness
- Self-Awareness
- Positive Self Talk
- Accountability
- Self-Management
- Tips & Tricks for Smooth Living
- Crisis Management
- Using Critical Thinking in Work and Life
- Lifelong Learning
- Balancing Work and Life
- Pros and Cons of Social Media
- Basic Professionalism
- Manufacturing III: Semester 1 End of Semester Exam

Manufacturing III Semester 2

- Manufacturing III: Semester 2 Pretest
- Introduction to Time Management
- Time Management Types and Styles
- Procrastination
- Time Management Antagonists
- Time Management Strategies
- Personal Productivity
- Handling Information Overload
- Setting Priorities
- Diversity in the Workplace
- Tolerance and Respect
- Respect and Employment
- Becoming the Go-to Person
- Advancing in a Job
- Cooperation and Compromise
- Influencing and Persuading
- Giving and Receiving Feedback and Criticism
- Manufacturing III: Semester 2 End of Semester Exam

CAREER ELECTIVE MANUFACTURING IV

DESCRIPTION:

This course provides an overview of fundamental manufacturing concepts. It is intended to assist individuals' personal and professional development as they enter the field of manufacturing. This course is presented in two semesters.

Semester 1 provides an overview of the manufacturing career field. It discusses safety and health laws and regulations for manufacturing, field industries and common processes, manufacturing measurements and drawings, and supply chains. It also discusses important workplace topics, such as discrimination, harassment, drug/alcohol misuse, and personal safety issues.

Semester 2 describes manufacturing management tools, workplace team dynamics, product quality, and the basics of electricity, hydraulic systems, and pneumatic systems. It also discusses employment topics, including writing a resume.

CREDITS:

1 Credit

PREREQUISITES:

Manufacturing I

Manufacturing II

Manufacturing III

Manufacturing IV Semester 1

- Manufacturing IV: Semester 1 Pretest
- The Manufacturing Career Field
- Safety and Health in Manufacturing Laws and Regulations
- Employment and Labor Relations Laws and Regulations for Manufacturing
- Manufacturing Industries and Processes
- Manufacturing Measurements
- Manufacturing Drawings
- Manufacturing Process Variables
- Supply Chains
- Drug Misuse and Abuse
- Alcohol Misuse and Abuse
- Discrimination in the Workplace
- Harassment at Work
- Bloodborne Pathogens Awareness
- Personal Insurance 1
- Personal Insurance 2
- Manufacturing IV: Semester 1 End of Semester Exam

Manufacturing IV Semester 2

- Manufacturing IV: Semester 2 Pretest
- Lean and Six-Sigma in Manufacturing
- Manufacturing Workplace Teams
- Working as Part of a Team
- Working with Poor Leadership
- Becoming a Good Leader
- Relationships In and Out of the Workplace
- Machine Types
- Product Quality
- Electricity Basics
- Electric Circuits
- Hydraulic Systems
- Pneumatic Systems
- Employment Hot Topics
- Choosing the Right Resume for the Job
- Writing a Winning Resume
- Using Technology and Your Resume
- Manufacturing IV: Semester 2 End of Semester Exam