



# COURSE GUIDE

ELECTIVES AND  
CAREER & TECHNICAL EDUCATION



**CALVERT**  
ACADEMY™

# Electives

## AP BIOLOGY

2 Semesters

AP® Biology is a nine-unit, college-level biology course that engages students in the study of evolution, energetics, information storage and transmission, and systems interactions. This yearlong course covers the advanced concepts of biology and features interactive or hands-on experiences, such as projects and laboratory investigations, that encourage inquiry and higher-order thinking applications.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

## AP CALCULUS AB

2 Semesters

AP® Calculus AB is a yearlong, college-level course designed to prepare students for the Advanced Placement (AP) Calculus AB exam. Major topics of study in this full-year course include a review of precalculus; the use of limits, derivatives, definite integrals, and mathematical modeling of differential equations; and the applications of these concepts. Emphasis is placed on the use of technology to solve problems and draw conclusions.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

## AP ENGLISH LITERATURE & COMPOSITION

1 Semester

AP English Literature and Composition is designed to be a college/university-level course. This course equips students to critically analyze all forms of literature to comment insightfully about an author or genre's use of style or literary device. Students also interpret meaning based on form; examine the trademark characteristics of literary genres and periods; and critique literary works through expository, analytical, and argumentative essays.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

## AP ENVIRONMENTAL SCIENCE

2 Semesters

AP Environmental Science is a laboratory and field-based course designed to provide students with the content and skills needed to understand the various interrelationships in the natural world, to identify and analyze environmental problems, and to propose and examine solutions to these problems. Since this is an online course the laboratory and field-based activities will be done virtually and via experiments that students can easily perform at home with common materials.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

**AP FRENCH LANGUAGE & CULTURE**

2 Semesters

Our online AP French Language course is an advanced language course in which students acquire proficiencies that expand their cognitive, analytical and communicative skills. The AP French Language course prepares them for the AP French exam. It uses as its foundation the three modes of communication (Interpersonal, Interpretive and Presentational) as defined in the Standards for Foreign Language Learning in the 21st Century.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

**AP HUMAN GEOGRAPHY**

2 Semesters

AP® Human Geography is a yearlong college-level course designed to prepare students for the Advanced Placement (AP) Human Geography Exam. The course focuses on the study of human populations and their interaction with one another, as well as with the physical and built environments.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

**AP PSYCHOLOGY**

2 Semesters

The AP Psychology course introduces students to the scientific study of the behaviors and mental processes of human beings. Students study a wide range of topics, including the history and approaches of psychology, research methods, behavior and learning, personality, and abnormal behavior and its treatment.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

**AP SPANISH LANGUAGE AND CULTURE**

2 Semesters

Our online AP Spanish Language and Culture course is an advanced language course in which students acquire proficiencies that expand their cognitive, analytical and communicative skills. The AP Spanish Language and Culture course prepares students for the College Board's AP Spanish Language and Culture exam. It uses as its foundation the three modes of communication (Interpersonal, Interpretive and Presentational) as defined in the Standards for Foreign Language Learning in the 21st Century.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

**AP STATISTICS**

2 Semesters

AP® Statistics is a yearlong, college-level course designed to prepare students for the Advanced Placement (AP) Statistics exam. Major topics of study include exploring one- and two-variable data, sampling, experimentation, probability, sampling distributions, and statistical inference.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

**AP U.S. HISTORY**

2 Semesters

This year-long AP U.S. History course provides an in-depth study of American history from the pre-Colombian era to the present and is aligned to the 2015 AP U.S. History exam. The course emphasizes themes such as national identity, economic transformation, immigration, politics, international relations, geography, and social and cultural change. Students learn to assess historical materials, weigh the evidence and interpretations presented in historical scholarship, and analyze and express historical understanding in writing.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

**AP U.S. GOVERNMENT & POLITICS**

1 Semester

AP U.S. Government and Politics is a semester-long, college-level course designed to prepare students for the Advanced Placement (AP) U.S. Government and Politics exam. The goal of this course is to explore and analyze important concepts of U.S. government and politics.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

**AP WORLD HISTORY: MODERN**

2 Semesters

AP® World History: Modern is a yearlong, college-level course designed to prepare students for the Advanced Placement (AP) World History: Modern exam. The goal of this course is to explore historical themes common to societies around the world and across time periods, from 1200 to the present day.

*\*AP courses may require additional materials and supplies recommended by the AP College Board.*

**ART HISTORY I**

2 Semesters

Introducing art within historical, social, geographical, political, and religious contexts for understanding art and architecture through the ages, Art History I offers high school students an in-depth overview of art throughout history, with lessons organized by chronological and historical order and world regions.

**FUNDAMENTALS OF DIGITAL MEDIA**

1 Semester

Fundamentals of Digital Media is a semester-long course that presents high school students an overview of the different types of digital media and how they are used in the world today. This course examines the impact that digital media has on culture and lifestyle. The course reviews the basic concepts for creating effective digital media and introduces several different career paths related to digital media.

**INTRODUCTION TO ART**

2 Semesters

Covering art appreciation and the beginning of art history, Intro to Art encourages students to gain an understanding and appreciation of art in their everyday lives. Presented in an engaging format, this full-year course provides an overview of many introductory themes: the definition of art, the cultural purpose of art, visual elements of art, terminology and principles of design, and two- and three-dimensional media and techniques.

**MUSIC APPRECIATION**

1 Semester

Whether pop, classical, or anything in between, music provides a powerful way for people to celebrate their humanity and connect with something larger than themselves. Music Appreciation: The Enjoyment of Listening not only provides a historical perspective on music from the Middle Ages to the 21st century, but it also teaches you the essentials of how to listen and really hear (with a knowledgeable ear) the different music that's all around you. Learning how to truly appreciate sound and melody is the best way to ensure a continued love of this delightful art form.

**MUSIC THEORY**

1 Semester

Hit the right note with students! Music theory is a one semester, course from our online academy which introduces students to the foundations of music. Great for beginners, this engaging elective for grades 9-12 covers concepts from counting and reading music to creating compositions. Ear training exercises are included to help students practice understanding and comprehension.

**CAREER EXPLORATIONS I**

1 Semester

Career Explorations I is a semester-long course designed to give middle school students an opportunity to explore various CTE subjects. Specifically, students learn about careers involving human-related services. Each of the five units introduce one particular field and explains its past, present, and future. Units include Career Management, Introduction to Careers in Health Sciences, Hospitality and Tourism Systems, Human Services, and Consumer Services.

**CAREER EXPLORATIONS II**

1 Semester

Career Explorations II is a semester-long course designed to give middle school students an opportunity to explore various CTE subjects. Specifically, students learn about careers involving various technical fields from computers to agriculture. Five units include Information Technology, Introduction to Information Support and Services, Introduction to Network Systems, Introduction to Agriculture, Food, and Natural Resources, and Introduction to STEM (Science, Technology, Engineering, and Mathematics).

**CAREER EXPLORATIONS III**

1 Semester

Career Explorations III is a semester-long course designed to give middle school students an opportunity to explore various CTE subjects. Specifically, students learn about careers from business to hands-on career paths. These five units include Introduction to Business and Finance, Introduction to Manufacturing, Introduction to Transportation, Distribution, and Logistics, Introduction to Architecture and Construction, and Introduction to Marketing.

**INTRODUCTION TO CODING**

1 Semester

Introduction to Coding covers a basic introduction to the principles of programming, including algorithms and logic. Students engage in hands-on programming tasks in the Python programming language as they write and test their own code using the approaches real programmers use in the field.

**KEYBOARDING & APPLICATIONS**

1 Semester

Keyboarding and Applications is a semester-long elective that teaches students keyboarding skills, technical skills, effective communication skills, and productive work habits. In this course, students gain daily practice of key skills and gain an understanding of computer hardware, operating systems, file management, and the Internet. In addition, students apply their keyboarding skills to create a variety of business documents, including word processing documents and electronic presentations.

**MIDDLE SCHOOL FRENCH 1**

2 Semesters

Students begin their introduction to French with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters. The course represents an ideal blend of language learning pedagogy and online learning.

**MIDDLE SCHOOL FRENCH 2**

2 Semesters

Students continue their introduction to French with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters. The course represents an ideal blend of language learning pedagogy and online learning.

**MIDDLE SCHOOL GERMAN 1**

2 Semesters

Students begin their introduction to German with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters. The course represents an ideal blend of language learning pedagogy and online learning.

**MIDDLE SCHOOL GERMAN 2**

2 Semesters

Students continue their introduction to German with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters. The course represents an ideal blend of language learning pedagogy and online learning.

**MIDDLE SCHOOL SPANISH 1**

2 Semesters

Students begin their introduction to Spanish with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters and represents an ideal blend of language learning pedagogy and online learning.

**MIDDLE SCHOOL SPANISH 2**

2 Semesters

Students continue their introduction to Spanish with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters and represents an ideal blend of language learning pedagogy and online learning.

**MIDDLE SCHOOL WORLD CULTURES & GEOGRAPHY**

2 Semesters

Designed to introduce students to the study of geography, this course helps students master important concepts in physical and human geography. Comprehensive and organized by region, this two-semester middle school course helps students understand the Earth's physical and human diversity. Students analyze population and settlement patterns and evaluate the ways that human activities modify the physical environment.

**ONLINE LEARNING AND DIGITAL CITIZENSHIP**

1 Semester

In this one-semester course, students develop essential study skills for academic success, such as staying organized, managing time, taking notes, applying reading strategies, writing strong papers, and researching and properly citing information. Explicit modeling and ample practice are provided for each study skill to support student mastery. Instruction on how to be a responsible online learner is threaded throughout the course, and these skills are directly addressed in lessons on cyberbullying, staying safe online, and learning how to be a digital leader.

**CONTEMPORARY HEALTH**

1 Semester

This semester-long course designed for high school students examines and analyzes various health topics. It places alcohol use, drug use, physical fitness, healthy relationships, disease prevention, relationships, and mental health in the context of the importance of creating a healthy lifestyle.

**FOUNDATIONS OF PERSONAL WELLNESS**

2 Semesters

Exploring a combination of health and fitness concepts, Foundations of Personal Wellness is a comprehensive and cohesive course that explores all aspects of wellness. Offered as a two-semester course designed for high school students, this course uses pedagogical planning to ensure that students explore fitness and physical health and encourages students to learn about the nature of social interactions and how to plan a healthy lifestyle.

**HEALTHY LIVING**

1 Semester

Encouraging students to make responsible, respectful, informed, and capable decisions about topics that affect the well-being of themselves and others, this course is a one-semester course that provides students with comprehensive information they can use to develop healthy attitudes and behavior patterns.

**LIFETIME FITNESS**

2 Semesters

Exploring fitness topics such as safe exercise and injury prevention, nutrition and weight management, consumer product evaluation, and stress management, Lifetime Fitness equips high school students with the skills they need to achieve lifetime fitness.



**ACT TEST PREP**

0.5 Semester

Prepare students in grades 9-12 for the ACT with content-specific instruction in English, math, reading, science, and writing. Plus, learn helpful test-taking strategies. Each individual unit focuses on a specific subject and ends with a practice test to evaluate progress. The course culminates with four full-length ACT practice tests. The course begins with an orientation unit that includes test tips before moving to specific content on the tests in English, math, reading, science, and writing.

**FRENCH I**

2 Semesters

Students begin their introduction to French with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters. The course represents an ideal blend of language learning pedagogy and online learning.

**FRENCH II**

2 Semesters

Students continue their introduction to French with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters and represents an ideal blend of language learning pedagogy and online learning.

**FRENCH III**

2 Semesters

In this expanding engagement with French, students deepen their focus on four key skills in foreign language acquisition: listening comprehension, speaking, reading, and writing. In addition, students read significant works of literature in French, and respond orally or in writing to these works. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters and represents an ideal blend of language learning pedagogy and online learning.

**GERMAN I**

2 Semesters

Students begin their introduction to German with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters and represents an ideal blend of language learning pedagogy and online learning.

**GERMAN II**

2 Semesters

Students continue their introduction to German with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters and represents an ideal blend of language learning pedagogy and online learning.

**SPANISH I**

2 Semesters

Students begin their introduction to Spanish with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters and represents an ideal blend of language learning pedagogy and online learning.

**SPANISH II**

2 Semesters

Students continue their introduction to Spanish with fundamental building blocks in four key areas of foreign language study: listening comprehension, speaking, reading, and writing. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters and represents an ideal blend of language learning pedagogy and online learning. The course exemplifies a marriage of the best in language learning pedagogy and online learning.

**SPANISH III**

2 Semesters

In this expanding engagement with Spanish, students deepen their focus on four key skills in foreign language acquisition: listening comprehension, speaking, reading, and writing. In addition, students read significant works of literature in Spanish, and respond orally or in writing to these works. The course consists of 180 lesson days formatted in an intuitive calendar view, which can be divided into two 90-day semesters and represents an ideal blend of language learning pedagogy and online learning.



# Career & Technical Education

## AGRIBUSINESS SYSTEMS

1 Semester

Agribusiness Systems is a semester-length high school course that introduces the business, management, marketing, and financial skills needed to successfully produce food, fiber, and fuel for domestic and global markets.

## ANIMAL SYSTEMS

1 Semester

Animal Systems is a semester-long high school course that provides students with a wealth of information on livestock-management practices, animal husbandry, physiological systems, the latest scientific trends, veterinary practice, and innovations in food production. Changes in practices, regulations, and legislation for animal welfare continue as new research provides solutions to medical, ethical, and practical concerns.

## FOOD PRODUCTS AND PROCESSING SYSTEMS

1 Semester

Agriculture, food, and natural resources are central to human survival and civilization. The development, use, and stewardship of natural resources to create food products have a long and ever-changing timeline. This semester-length high school course that explores the history and evolution of food products, along with the processing methods that have arisen to feed an ever-growing world population.

## INTRODUCTION TO AGRICULTURE, FOOD, AND NATURAL RESOURCES

1 Semester

This semester-length high school course introduces students to the basic scientific principles of agriculture and natural resources. Students recognize and research plant systems, animal systems, government policy, "green" technologies, agribusiness principles, and sustainability systems.

**PLANT SYSTEMS**

1 Semester

Plant Systems is a semester-length high school course that introduces students to the basics of plant biology, soil science, agriculture, and horticulture, along with the environmental management practices involved in each, including integrated pest management, biotechnology, growth techniques, and crop management.

**POWER, STRUCTURAL, & TECHNICAL SYSTEMS**

1 Semester

This semester-length high school course provides students with an understanding of the field of agriculture power and introduces them to concepts associated with producing the food and fiber required to meet today's and tomorrow's needs.

**CONSTRUCTION CAREERS**

1 Semester

Construction Careers is a semester-long course that introduces high school students to the basics of construction, building systems, engineering principles, urban planning, and sustainability. Students learn the key techniques in building all types of buildings, as well as the key individuals involved in each step of the process. Many lessons present information on green building techniques and concepts that are becoming a standard part of the construction industry.

**INTRODUCTION TO CAREERS IN ARCHITECTURE & CONSTRUCTION**

1 Semester

The goal of this semester-long high school course is to provide students with an overview of careers in architecture and construction to assist with informed career decisions. This dynamic, rapidly evolving career cluster is comprised of three pathways (fields): Design and Pre-Construction (Architecture and Engineering); Construction (Construction and Extraction); and Maintenance and Operations (Installation, Maintenance, and Repair).

**FUNDAMENTALS OF DIGITAL MEDIA**

1 Semester

Fundamentals of Digital Media is a semester-long course that presents high school students an overview of the different types of digital media and how they are used in the world today. This course examines the impact that digital media has on culture and lifestyle. The course reviews the basic concepts for creating effective digital media and introduces several different career paths related to digital media.

**BUSINESS COMPUTER INFORMATION SYSTEMS**

2 Semesters

Business Computer Information Systems is a year-long course that explores the use of technology applications in both business and personal situations. The course provides key knowledge and skills in the following areas: communication, business technology, word processing, spreadsheet, and database applications, telecommunications, desktop publishing, and presentation technology, computer networks, and computer operating systems.

**BUSINESS LAW**

1 Semester

This semester-long high school course is designed to provide students with the knowledge of some of the vital legal concepts that affect commerce and trade, after first gaining some familiarity with how laws are created and interpreted. Students are then introduced to the types of businesses that can be created as well as the contractual and liability considerations that can impact a business.

**INTRODUCTION TO BUSINESS**

2 Semesters

In this two-semester introductory course, students will learn the principles of business using real-world examples—learning what it takes to plan and launch a product or service in today's fast-paced business environment. This course covers an introduction to economics, costs and profit, and different business types.

**MICROSOFT® OFFICE® SPECIALIST (2016)**

2 Semesters

This two-semester course introduces students to the features and functionality of Microsoft® Office® 2016 while preparing them for the beginning, intermediate, and advanced levels of the Microsoft Office Specialist (MOS) certification program. Through video instruction, interactive skills demonstrations, practice assignments, and unit-level assessments, students become proficient in Microsoft Word®, Excel®, PowerPoint®, Outlook®, and Access®.

**SMALL BUSINESS ENTREPRENEURSHIP**

1 Semester

This one-semester course is designed to provide the skills needed to effectively organize, develop, create, manage, and own a business, while exposing students to the challenges, problems, and issues faced by entrepreneurs. Throughout this course, students explore what kinds of opportunities exist for small business entrepreneurs and become aware of the necessary skills for running a business.

This year-long course teaches students technical skills, effective communication skills, and productive work habits needed to make a successful transition into the workplace or postsecondary education. In this course, students gain an understanding of emerging technologies, operating systems, and computer networks. In addition, they create a variety of business documents, including complex word-processing documents, spreadsheets with charts and graphs, database files, and electronic presentations.



**CAREER MANAGEMENT**

1 Semester

Career Management is a semester-length high school course that assists students in their preparation for career selection. The course is designed to improve workforce skills needed in all careers including communication, leadership, teamwork, decision making, problem solving, goal setting and time management.

**CAREER PLANNING & DEVELOPMENT**

2 Semesters

Introducing high school students to the working world, this course provides the knowledge and insight necessary to compete in today's challenging job market. This relevant and timely course helps students investigate careers as they apply to personal interests and abilities, develop skills and job search documents needed to enter the workforce, explore the rights of workers and traits of effective employees, and address the importance of professionalism and responsibility as careers change and evolve.

**INTRODUCTION TO CAREERS IN EDUCATION & TRAINING**

1 Semester

Introduction to Careers in Education and Training is a semester-long course that introduces students to the field of education and training, and the opportunities available for early-childhood through adult and continuing education. Students gain an understanding of the career options available in teaching, administrative work, and support services. They also explore the education and background experience needed to succeed in these careers.

**INTRODUCTION TO HUMAN GROWTH & DEVELOPMENT**

1 Semester

This semester-long course focuses on human growth and development over the lifespan, as well as careers that help people deal with various physical, intellectual, and socioemotional issues, such as physicians, nurses, nutritionists, substance abuse counselors, clergy, teachers, career counselors, psychologists, and psychiatrists.

**TEACHING & TRAINING CAREERS**

1 Semester

Teaching & Training Careers is a semester-long high school course that introduces students to the art and science of teaching. It provides a thorough exploration of pedagogy, curriculum, standards and practices, and the psychological factors shown by research to affect learners.



**BANKING SERVICES CAREERS**

1 Semester

Banking Services Careers is a semester-long high school course that provides an overview of how the banking system works, what the Federal Reserve is, and the technical and social skills needed to work in banking and related services. Students explore career paths and the required training or higher education necessary and gain an understanding of the basic functions of customer transactions (e.g., setting up an account, processing a loan, establishing a business), cash drawer activity, check collection processes, and other customer service-related transactions. This course also discusses how technology has changed banking in the 21st century.

**INTRODUCTION TO CAREERS IN FINANCE**

1 Semester

Introduction to Careers in Finance is a semester-long course that provides the fundamentals of the financial services industry in the United States and explores the jobs and career opportunities that the industry offers. Course units address a broad set of services in the industry including finance overview, financial services, securities analysis, investments, principles of corporate finance, banking services, risk management, and insurance.

**INTRODUCTION TO CAREERS IN GOVERNMENT & PUBLIC ADMINISTRATION**

1 Semester

This semester-long course provides students with an overview of American politics and public administration, including how political institutions and public management systems at the local, state, and federal levels exercise supervisory authority and maintain accountability. Students explore the foundations of the U.S. government, the separation of powers, the federal civil service system, and the relationship between the government and state and local officials.

**CAREERS IN ALLIED HEALTH**

1 Semester

Careers in Allied Health is a semester-long course that focuses on select allied health careers, studying a variety of different levels, responsibilities, settings, education needs and amounts of patient contact. The course includes an overview of the degree or training needed for each job, the environment one would work in, how much money the position could make, and the facts of the actual working day.

**HEALTH, SAFETY, & ETHICS IN THE HEALTH ENVIRONMENT**

1 Semester

Health, Safety, and Ethics in the Health Environments is a semester-long high school course that focuses on healthcare safety, health maintenance practices, environmental safety processes and procedures, and ethical and legal responsibilities. It also reinforces, expands and enhances biology content specific to diseases and disorders.

**HEALTH SCIENCE CONCEPTS**

2 Semesters

This year-long course introduces high school students to the fundamental concepts of anatomy and physiology, including the organization of the body, cellular functions, and the chemistry of life. As they progress through each unit, students will learn about the major body systems, common diseases and disorders, and the career specialties associated with each system.

**INTRODUCTION TO CAREERS IN THE HEALTH SCIENCES**

1 Semester

This semester-long course is an overview of health careers and overriding principles central to all health professions. The course provides a foundation for further study in the field of health science. Topics include science and technology in human health, disease development, ethics in health care, teamwork in the health care environment, and more.

**INTRODUCTION TO HEALTH SCIENCE**

2 Semesters

This high school course introduces students to a variety of healthcare careers as they develop the basic skills required in all health and medical sciences. In addition to learning the key elements of the U.S. healthcare system, students learn terminology, anatomy and physiology, pathologies, diagnostic and clinical procedures, therapeutic interventions, and the fundamentals of medical emergency care.

**MEDICAL TERMINOLOGY**

1 Semester

This semester-long course introduces students to the structure of medical terms, including prefixes, suffixes, word roots, combining forms, and singular and plural forms, as well as medical abbreviations and acronyms. The course allows students to achieve comprehension of medical vocabulary appropriate to healthcare settings, medical procedures, pharmacology, human anatomy and physiology, and pathology.

**NURSING ASSISTANT**

2 Semesters

This two-semester course prepares students to provide and assist with all aspects of activities of daily living and nursing care for the adult patient in hospital, long-term care, and home settings. Through direct instruction, interactive skills demonstrations, and practice assignments, students are taught the basics of nurse assisting, including interpersonal skills, medical terminology, care procedures, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, emergency skills, and employability skills.

**NURSING: UNLIMITED POSSIBILITIES & UNLIMITED POTENTIAL**

1 Semester

Nursing: Unlimited Possibilities and Unlimited Potential provides high school students opportunities to compare and contrast the various academic and clinical training pathways to an entry-level position in nursing and to explore the growing number of opportunities for professional advancement given the proper preparation and experience.

**PHARMACY TECHNICIAN**

2 Semesters

This two-semester course prepares students for employment in the pharmacy technician field. Through direct instruction, interactive skills demonstrations, and practice assignments, students learn the basics of pharmacy assisting, including various pharmacy calculations and measurements, pharmacy law, and pharmacology, as well as medical terminology and abbreviations.

**PHYSICIANS, PHARMACISTS, DENTISTS, VETERINARIANS,  
& OTHER DOCTORS**

1 Semester

Physicians, Pharmacists, Dentists, Veterinarians, and Other Doctors focuses on preparation for physician-level careers, including dental, veterinary and pharmaceutical, along with a look into the physician assistant and alternative medicine systems. This semester-long course also introduces the topics of diversity and the move toward social and cultural skills in medicine, in addition to academic ability. This course focuses on the preparation for entry to practice, along with navigating the field once you are in it (working as part of a team, dealing with patients, etc.).

**PUBLIC HEALTH: DISCOVERING THE BIG PICTURE IN HEALTH CARE**

1 Semester

Public Health: Discovering the Big Picture in Health Care is a semester-long high school course that discusses the multiple definitions of public health and the ways these definitions are put into practice. The five core disciplines and ways they interact to reduce disease, injury and death in populations is explored. By understanding the roles of public health, students gain a greater appreciation for its importance and the various occupations one could pursue within the field of public health.

**THERAPEUTICS: THE ART OF RESTORING & MAINTAINING WELLNESS**

1 Semester

Therapeutics: The Art of Restoring and Maintaining Wellness is a semester-long high school course that focuses on careers that help restore and maintain mobility and physical and mental health, such as physical therapists, physical therapy assistants, occupational therapists, athletic trainers, massage therapists, dietitians and dietetic technicians, art therapists, neuro-therapists, vocational rehabilitation counselors, and registered dental hygienists.

## FOOD SAFETY & SANITATION

1 Semester

This comprehensive semester-long course covers the principles and practices of food safety and sanitation that are essential in the hospitality industry for the protection and well-being of staff, guests, and customers. The course provides a systems approach to sanitation risk management and the prevention of food contamination by emphasizing the key components of the Hazard Analysis Critical Control Point (HACCP) food safety system.

## MARKETING & SALES FOR TOURISM & HOSPITALITY

1 Semester

This semester-long course is designed as an introduction to the study of tourism and hospitality marketing and sales. Students are introduced to marketing theory and application of the basic principles of marketing as applied in hospitality and tourism. The relationship between marketing and other functions such as advertising, sales techniques, and public relations to maximize profits in a hospitality organization is addressed.

## PLANNING MEETINGS & SPECIAL EVENTS

1 Semester

Planning Meetings and Special Events is a semester-long high school course designed as an introduction to the study of planning meetings and special events. Being a meetings and special events planner is both demanding and rewarding. According to The Bureau of Labor Statistics employment of meeting, convention, and event planners is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Job opportunities should be best for candidates with hospitality experience and a bachelor's degree in meeting and event management, hospitality, or tourism management.

## SUSTAINABLE SERVICE MANAGEMENT FOR HOSPITALITY & TOURISM

1 Semester

This comprehensive semester-long course covers the principles and practices of sustainable service management. The purpose of this course is to provide students with an understanding of socially, environmentally, and financially sustainable hospitality management. The course provides a sustainable approach to service management, incorporating the role of the customer, employee, leaders, and the environment.

## TRANSPORTATION & TOURS FOR THE TRAVELER

1 Semester

Transportation and Tours for the Traveler is a semester-long course where students learn about today's package tour industry, travel industry professionals, and package tour customers. Students find out who tour operators must work with to create travel products and what kinds of decisions they must make in terms of meals, lodging, attractions, and, of course, transportation.

**FAMILY & COMMUNITY SERVICES**

1 Semester

Family and Community Services is a high school semester-long course that introduces applications within professions related to family and community services. Students identify degree and credential requirements for occupations in this pathway and identify individual, social, historical, economic, and cultural context to increase awareness of family and community services.

**INTRODUCTION TO CONSUMER SERVICES**

1 Semester

In this semester-long course, students analyze various career paths in terms of employment opportunities and educational requirements, such as hard and soft skills, certifications, and licensures for different pathways. Developing research, analytical, and presentations skills are key components. This course is designed as an overview to prepare students for a consumer services related career and to introduce them to specialty areas. Emphasis is placed on the human services aspect (vs. corporate concerns) of consumer services.

**INTRODUCTION TO HUMAN SERVICES**

1 Semester

This semester-long course introduces high school students to the possibilities for careers in the human services professions. Through anecdotes, lessons, and a variety of assignments and projects, students learn about the broad variety of jobs available in the human services. These begin with entry-level positions, such as associate social workers, that require a two-year Associate of Arts degree.

**PERSONAL CARE SERVICES**

1 Semester

Personal Care Services introduces high school students to a variety of careers in the following areas: cosmetology (including hairstyling and haircutting, esthetics, manicuring, makeup, and teaching) and barbering (including cutting and styling of hair and facial hair and manicuring for men); massage therapy, teaching body-mind disciplines (yoga, Pilates, and the martial arts), and fitness (general exercise classes and acting as a personal trainer); and mortuary science (embalming and funeral directing).

**COMPUTER APPLICATIONS: OFFICE® 2016**

2 Semesters

This full-year course introduces students to the features and functionality of the most widely used productivity software in the world: Microsoft® Office®. Through video instruction, interactive skills demonstrations, and hands-on practice assignments, students learn to develop, edit, and share Office® 2016 documents for both personal and professional use in Word® and Excel®. Students also learn basic features of both Outlook® and PowerPoint®.

**FUNDAMENTALS OF COMPUTER SYSTEMS**

1 Semester

Fundamentals of Computer Systems is a semester-long high school course that provides students with an understanding of computers and how they operate as well as a basic understanding of how to manage and maintain computers and computer systems. These skills provide students with the ability to configure computers and solve computer problems.

**FUNDAMENTALS OF PROGRAMMING & SOFTWARE DEVELOPMENT**

1 Semester

This semester-long course provides students with an understanding of basic software development concepts and practices, issues affecting the software industry, careers within the software industry, and the skills necessary to perform well in these occupations. Students learn details about core concepts in programming using Java, writing and debugging code, proper syntax, flow of control, order of operations, comparison operators, and program logic tools and models.

**INTRODUCTION TO COMPUTER SCIENCE**

2 Semesters

This full-year course is designed for students in grades 9–10, although any students across grades 9–12 may enroll. This course introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can affect the world. Students have creative, hands-on learning opportunities to create computer programs, develop web pages, design mobile apps, write algorithms, and collaborate with peers while building strong foundational knowledge.

**INTRODUCTION TO INFORMATION TECHNOLOGY**

2 Semesters

This course introduces students to the essential technical and professional skills required in the field of Information Technology (IT). Through hands-on projects and written assignments, students gain an understanding of the operation of computers, computer networks, Internet fundamentals, programming, and computer support.

**INTRODUCTION TO INFORMATION TECHNOLOGY  
SUPPORT & SERVICES**

1 Semester

This semester-long course focuses on real-world application, including common industry best practices and specific vendors that offer tools for technicians, project managers, and IT leadership. Students learn how the IT department of an enterprise supports the overall mission of the company. Students apply their knowledge of hardware and software components associated with IT systems while exploring a variety of careers related to IT support and services.

**INTRODUCTION TO NETWORK SYSTEMS**

1 Semester

This semester-long course introduces students to the fundamental technology and concepts that make networking systems possible. The most important concept introduced is that of the OSI reference model and its bottom four layers, which are most directly concerned with networking instead of computing.

**NETWORK SYSTEM DESIGN**

1 Semester

Network System Design is a semester-long course that provides students with an understanding of computer networks and how they operate, as well as a basic understanding of how to manage and maintain computer networks. These skills provide students with the ability to design, configure, and troubleshoot networks of all sizes.

**NEW APPLICATIONS: WEB DEVELOPMENT IN THE 21ST CENTURY**

1 Semester

New Applications is a semester-long survey course that travels from the first software programs developed to facilitate communication on the Internet, to the new generation of mobile and native apps that access the Internet without a reliance on a web browser. New Applications is also a practical course in how to develop a presence on the World Wide Web using WordPress and other available web-application tools.

**SOFTWARE DEVELOPMENT TOOLS**

1 Semester

This semester-long course introduces students to the variety of careers related to programming and software development. Students gather and analyze customer software needs and requirements, learn core principles of programming, develop software specifications, and use appropriate reference tools to evaluate new and emerging software.

**CORRECTIONS: POLICIES & PROCEDURES**

1 Semester

Corrections is one of the three branches of the Criminal Justice System (CJS) in the United States. All three branches employ personnel who are authorized to uphold and enforce the law and are required to operate under the rule of law. Each branch works as part of the entire system to maintain the public safety and well-being and bring criminals to justice. Corrections facilities and programs are run by a complex system of policies and procedures, which uphold local, state, and federal laws.

**FIRE & EMERGENCY SERVICES**

1 Semester

Emergency and fire-management services are essential infrastructure components of a community. Fire and Emergency Services is a semester-long course that provides students with the basic structure of these organizations as well as the rules and guidelines that govern pre-employment education requirements. The vehicles, equipment, and emergency-mitigations strategies that are commonly used in the emergency and fire-management field are also explored.

**FORENSICS: USING SCIENCE TO SOLVE A MYSTERY**

1 Semester

Forensics: Using Science to Solve a Mystery is a semester-long high school course that overviews modern-day forensic science careers at work using science concepts to collect and analyze evidence and link evidence to the crime and suspects in order to present admissible evidence in courts of law. Projects in this course include simulated crime-scene investigation, actual DNA separation, development of a cybersecurity plan, and the identification of specific forensic skills used during a large murder case.

**INTRODUCTION TO LAW, PUBLIC SAFETY, CORRECTIONS, & SECURITY**

1 Semester

In this semester-long course, students learn about the many careers that exist within the fields of law, law enforcement, public safety, corrections, and security. In addition to learning about the training and educational requirements for these careers, students explore the history of these fields and how they developed to their current state.

**LAW ENFORCEMENT FIELD SERVICES**

1 Semester

This semester-long course introduces students to the field of law enforcement and the local, county, state, and federal laws that law enforcement personnel are sworn to uphold. The students also gain an understanding of the career options available in this field and the skills, education, and background experience needed to succeed. Throughout the course, students learn about the evolution of the role of law enforcement in the United States including key changes affecting law enforcement.



**LEGAL SERVICES**

1 Semester

Legal Services is a high school semester-long course that provides students with an overview of the system of laws in the United States, the practice areas, and career options in the field. Students learn about how the legal system operates, the consequences to those who commit crimes, and how disputes are settled, as well as how criminal and civil cases reach court and are resolved.

**SECURITY & PROTECTIVE SERVICES**

1 Semester

Security and Protective Services is a semester-long high school course that offers an overview of the security and protective services industry. Students will understand different types of security services and how they relate to one another. The distinction between the criminal justice system within the public sector and private security is addressed.

**CAREERS IN MARKETING RESEARCH**

1 Semester

Marketing research is the foundation of all marketing activities because it provides the data needed to make key strategic decisions about products, promotions, pricing, and other key organizational decisions. Careers in Marketing Research is a semester-long high school course that provides information about the process of investigation and problem analysis by using research to produce key marketing statistics that are communicated to management and used throughout the organization.

**ENGINEERING & DESIGN**

1 Semester

This semester-long course focuses on building real-world problem-solving and critical-thinking skills as students learn how to innovate and design new products and improve existing products. Students are introduced to the engineering design process to build new products and to the reverse engineering process, which enables engineers to adjust any existing product.

**ENGINEERING & PRODUCT DEVELOPMENT**

1 Semester

This semester-long course provides an overview of the concepts of product engineering and development. Students analyze the life cycle of a product to prepare a product for distribution and for target markets. In addition, the course provides information about the different careers available to students interested in engineering, product development, and project management.

**INTRODUCTION TO STEM**

1 Semester

This semester-long course introduces students to the four areas of Science, Technology, Engineering, and Mathematics through an interdisciplinary approach that will increase awareness, build knowledge, develop problem solving skills, and potentially awaken an interest in pursuing a career in STEM.

**SCIENCE & MATHEMATICS IN THE REAL WORLD**

1 Semester

Science and Mathematics in the Real World is a semester-long high school course where students focus on how to apply scientific and mathematical concepts to the development of plans, processes, and projects that address real world problems, including sustainability and “green” technologies. This course also highlights how science, mathematics, and the applications of STEM will be impacted due to the development of a greener economy.

**SCIENTIFIC DISCOVERY & DEVELOPMENT**

1 Semester

Scientific Discovery and Development is a semester-long high school course that explores the history of clinical laboratory science, learning how clinical laboratories evolved and became professionalized, and how scientific discoveries and breakthroughs fueled the development of the laboratory while the sub-disciplines in biology were advancing. Students learn about the circulatory system and about microbiology and the subfields within it. Cells and tissues, cell division and basic genetics is also addressed.

**SCIENTIFIC RESEARCH**

1 Semester

Scientific Research is a semester-long high school course that describes activities from the point of view of a professional scientist. The lessons provide support, accessible ideas, and specific language that guide students through most of the steps, insights, and experiences eventually faced if continued through higher education toward a graduate degree.

**STEM & PROBLEM SOLVING**

1 Semester

Science, technology, engineering, and mathematics (STEM) are active components in the real world. STEM and Problem Solving is a semester-long high school course that outlines how to apply the concepts and principles of scientific inquiry, encouraging the use of problem-solving and critical thinking skills to produce viable solutions to problems. Students learn the scientific method, how to use analytical tools and techniques, how to construct tests and evaluate data, and how to review and understand statistical information.

**CAREERS IN LOGISTICS PLANNING & MANAGEMENT SERVICES**

1 Semester

Careers in Logistics Planning and Management Services is a semester-long course that provides high school students with the history of logistics and recent advances in the field. Units include supply chain management, inventory and transportation management, and safety in the workplace. Logistics is a high-growth industry and stable career choice.

**INTRODUCTION TO CAREERS IN TRANSPORTATION, DISTRIBUTION,  
& LOGISTICS**

1 Semester

This semester-long course introduces students to the complicated world of commercial transportation. Students undertake an overview of the fields of transportation, distribution, and logistics, learning the differences between the fields and the primary services provided in each. Throughout the course, students learn how warehousing, inventory, and other associated businesses impact the economy, which includes the advantages and disadvantages of automation on employment.



