COURSE CATALOG

GRADES 9-12
Including Electives

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ENGLISH LANGUAGE ARTS

**English I (10 Units)** Word meanings, spelling, speech, prepositions, interjections, conjunctions, common errors, verb tenses, plagiarism, complex projects, persuasion, the world of business, arguments bias, contrast and comparing, SOAP, poetry, short story, Homer, Odysseus, Elizabethtown drama, Shakespeare, novels, Twenty thousand Leagues, Plots and perspective, the novel.

**English II (10 Units)** Language in motion, plurals, inflections, demonstrative pronouns, antecedents, infinitives, adverb phrases, punctuation, exposition, technical instruction, analogies, roots and affixes compositions, biographies, regional dialects, getting a job, resumes, cover letters, media, television, public opinion, theme and experience, critical essay, diction and form, Greek drama, Roman drama, Pygmalion.

**English III (10 Units)** Standard and nonstandard English, lexicography, appositives, subordinate clauses, Greek and Roman roots, measurement in poetry, Annabel lee, nonfiction, journals, Our Town, essay, thesis, bibliography, analyzing words, expository theme, critical analysis, Old Man and the Sea.


**Essentials of Communication (6 Units)** - Public Speaking proficiency
Components of the communication process and their functions, types of communication, functions of language, non-verbal communication, listening styles and barriers, interpersonal relationships, conversation management, etiquette, criticism, understanding groups, group communication, problem solving, leadership, presenting and interpreting public messages, defining the audience, research, supporting materials, speech outlining, speaking notes, rehearsing.


**Additional text required:** Our Town by Thornton Wilder.

**British Literature (5 Units)** Key periods of British Literature, including the Middle Ages, the Early Renaissance, the Reformation, the Romantic Era, Restoration and Neoclassical Period, and the Twentieth Century. Works by authors such as William Shakespeare, John Bunyan, Francis Bacon, Samuel Taylor Coleridge, Charles Lamb, William Wordsworth, Lord Byron, Percy Bysshe Shelley, John Keats, Robert Browning, C. S. Lewis, T. S. Eliot, George Bernard Shaw, G.K. Chesterton,. Early Works such as Beowulf, Chaucer’s tales, the Morality Plays.
English Language Composition – Honors Congratulations on your decision to take English Language and Composition. Your choice suggests that you are an accomplished, confident reader and writer. In most cases, students who elect to take this class are seeking a course that is academically challenging, and they expect to work hard. English Language and Composition is a year-long, college-level course that will require independence, initiative, and commitment—not to mention a full schedule of reading and writing assignments. The reward for your efforts will be the empowerment that comes from finely honed communication skills, greatly enhanced chances of college success, and the possibility of college credit and higher placement in college composition courses. Although taking the College Board Advanced Placement* Examination in May is not a condition of enrolling in this class, doing so is encouraged for everyone and is required for those students seeking college credit. One goal of this class is to help you prepare for that examination.

MATHEMATICS

Algebra I (13 Units) Variables and expressions, absolute value, distributive property, coordinate plane, linear equality, slope, substitution method, polynomials, Pythagorean theorem, exponents, raising to a power, quadratic, probability, linear equations, compound inequality.

Algebra II (10 Units) Sets, functions, graphs, algebraic expressions, multi-step equations with parenthesis, graphing solution sets for inequalities, motion problems, line graphs, point slope equations of a line, solutions by substitution, factoring trinomials, synthetic division, inverse and direct variation, joint and combined variation, multiplying and dividing with fractions, conjugates, quadratic equations, sum and product of roots, exponential functions, progressions: sequences, series, integers, the discriminate, imaginary numbers, binomial coefficients, logarithms, conditional probability.

Geometry (10 Units) Sets, lines, theorems and postulates, proofs, transversals and special angles, proving triangles congruent, parallelograms, independent triangles, overlapping triangles, 30,60,90 degree triangles, sines, cosines, tangents, area of circles, solids, perpendicular lines, congruence and similarity, inverse and identity transformations, polygons, coordinates and proofs, arcs, cones, prisms, isometry, graphs of algebraic sentences, circle equation, midpoint formula.

Pre-Calculus (10 Units) Algebraic functions, linear functions, trigonometric functions, graphs of sines and cosines, special angles, reduction formulas, inverse trigonometric functions and polar coordinates, amplitude of circular functions, phase shift of circular functions, double and half angle formulas, parabola, hyperbola, permutation of N, multiplication of probabilities, difference quotient, proofs by induction, angle between curves.

Integrated Math I (11 Units) Foundations of algebra, language of algebra, geometry, coordinate geometry, linear systems, equations and inequalities, linear systems, probability and statistics.
**Trigonometry (6 Units)**
Trigonometric functions, Pythagorean Theorem, inverse functions, positive angle, negative angle, cosecant, cotangent, secant, unit circle, trigonometric values, radian measure, cosine addition formula, double-angle formulas, converting between products and sums, vectors, law of sines, area of a triangle, law of cosines, navigation application, polar coordinate, polar curves, polar forms of conics, multiply and divide complex numbers, powers and Np Roots.

**Calculus - Honors (10 Units)**

**Prerequisites/Course Information:** This course is designed to prepare you subsequent college-level math courses. The course will focus on a balance of skills, conceptual understanding, and the use of technology. Prior to taking this course, you should have successfully completed four years of high-school math: two years of algebra, one year of geometry, and one year of pre-calculus that includes trigonometry.

**Calculus Course Content:**
Graphs and Limits, Derivatives, Related Rates, Derivative Tests, Integrals, Natural Logs and Functions, Area and Volume, Inverse Trig Functions and Review and Semester Exams.


**Required Technology:** You will need access to the following technologies for this course: a graphing calculator (TI-89 strongly recommended).

**Consumer Math (10 Units)**
Number skills, division, prime numbers, fractions: adding, subtracting, multiplying and dividing, real life applications: using fractions in the kitchen, linear measurement, volume, weight, money, finding a job, payroll, payroll deductions, self-employment piecework, retirement planning, measures of central tendency, mean, median, and mode, statistics, sets and probability, cash budget, home based budget, home based application, standard normal distribution, balance sheet, taxes, insurance, banking services, checking, savings, ATM’s, simple and compound interest, financial planning, stocks and bonds, mutual funds, wills and estates, markups, selling price, cost per unit, comparison techniques, cost per unit, using tables for variables, buy, lease, and rent, depreciation trends, leisure, travel and retirement planning, pricing of job related services, calculating perimeter and area, trapezoids, Pythagorean Theorem, cylinders, cones, spheres, geometry, indirect measure.

**Elective - Integrated Math I (7 Units)**
Practical introduction to algebra, geometry, and statistics; variables and expressions, radicals, exponents, functions, linear and quadratic equations, graphing, probability, and statistics.

**SCIENCE**

**Biology (10 Units)** Taxonomy, binomial nomenclature, molecular basis of life, static electricity, covalent bonding, organic compounds, lipids, carbohydrates, enzymes, microscope, microbiology, protozoa, amoeba, algae, cell design, osmosis, anatomy and morphology of plants, sexual reproduction in animals and plants, anatomy and physiology, systems of the body, chromosomes, diseases, probability, cell division-meiosis, mitosis, asexual and sexual reproduction, food chains, ecology, biomes, quadrants.
**Chemistry (10 Units)** Metric system, analyzing data, mass, density, colloids, gas, kinetic, propellants, pressure, temperature, mole, Avogadro's number, golden years of chemistry, atomic theory, Periodic table, Bohr Model, fission reactors, nuclear reaction, valence structure, polar covalent molecules, stoichiometry, solution concentrate, molarity, dissolving, titration of acids, bonding of carbon atoms, alkranes, reactions of unsaturated and saturated hydrocarbons, aldehydes acids and ketones, esthers, proteins and amino acids.

**Physics (10 Units)** Scalars, vectors, oleic acid, rate of length change, Newton's first and second laws, Isaac Newton, Circular motion, kinetic and potential energy, power, nuclear energy, waves, pulses, bending waves, light properties, water, refraction, convergence, Galileo, acceleration, Newton's third law, conservation of momentum, explosion, Kepler's Law of Planetary motion, solar system, heat energy latent heat, thermodynamics, sound waves, Doppler, electric charges, Coulomb's Law, electric potential, sources of EMF, resistance, Ohm's Law, circuits, fields, electromagnetism, electron beams, quantum theory, x-rays, Bohr Model, nuclear theory.

**Earth Science (10 Units)** Explores the Earth's origin and history, structure, forces and features of the earth and its crust, interacting systems, and place in the universe. Concepts and processes in Astronomy, Geology, Meteorology and Oceanography.

**General Science III (10 Units)** Structure of matter, radioactivity, Wilson's cloud chamber, nuclear composition, neutrons, beta particles, alpha particles, standard units, metric measures, sub-division of units, formula for gravitational force, buoyancy, Archimedes, densities of common substances, igneous rocks, sedimentary rocks, crust, mantle, earth layering, erosion, entrenched meanders, plate tectonics, rift valley, Neptunists vs. Plutonists, formation of fossils, crustal changes, superposition, intrusion, tree rings, radiometric ages, deep ocean research, wave and tide measurement, acoustic devices, submarines, geophysics, echo sounding, ocean coring, fish imports & exports, leading producers of fish, chemical analysis of seawater, megaliths, reflecting telescopes, space explorations, body health: germs, disease, microbiology, infections, viral infections, body defense mechanisms, medicine, drug control organizations, ecology, biosphere, formula for population growth, astronomy, space exploration, pharmacology.

**Integrated Physics and Chemistry (13 Units)** Branches of Science, Scientific Method, units of measurement, mass, density, four states of matter, measuring heat energy, calories, latent heat of fusion, acids and bases, chemical bonding, atomic structure and bonding, synthesis reaction, decomposition reactions, nuclear energy, radioactivity, properties of solids, elasticity in solids, liquids, gases, distance, displacement, acceleration, relative motion, momentum, force, vector, friction, centripetal force, forms of energy, joule, kinetic energy, potential energy, levers, mechanical advantage, law of conservation of energy, horsepower, watt, electricity, waves, Doppler effect, resonance, harmonics, properties of light, lenses, carbon dioxide and global warming, fossil fuel, atomic spectra, temperature of stars, Kepler and the motion of the stars, water acidity.
SOCIAL STUDIES

World History (10 Units) Importance of history, early hominid development, agriculture communities, Early River Valley civilizations, Portuguese influence, leaders of the Protestant Reformation, Gupta Empire, Byzantine Empire, Bantu migration, Latin American independence movements, French Revolution, Revolutions of 1848, Industrial Revolution, social class, child labor, Chinese & British positions on opium trade, WWII, components of the United Nations governing body, culture and technology, tracing population growth, causes and effects of revolutions, emergence of capitalism, Nation States-globalization and immigration.


U.S. Government and Politics - Honors offers students an advanced study of topics concerning the nation's founding and form of government, as well as an examination of historical and current political issues. The assignments in this course utilize an assigned textbook and study guide, as well as links to external content and articles.

American History (10 Units) Foundations of the American Republic, Constitutional Government, National Expansion, A Nation Divided, At home and Abroad, Peace and Global Conflict, A Nation at War, Contemporary America.

US History - Honors (19 Units) Prerequisites/Course Information In this course students will develop a strong understanding of what kind of a people Americans are, where we came from, how we got here, and where we are going. Few courses in the high school curriculum are as rich in cultural value. The traditional political, economic, and social topics that you'll be studying in this course are supplemented by the textbook's coverage of religion, music, literature, and art. The lessons in this course pay focus specifically on movements, developments, and events that have helped shape the United States from 1492 to 1877. Emphasis will therefore be placed upon such broad themes as wars and treaties, territorial expansion, immigration, the rise and fall of slavery, civil rights and the struggles of minorities, women's rights, and the development of political parties, presidential politics, economic history, intellectual movements, religious movements, reform movements, social movements, labor history, and constitutional controversies. Textbook: The textbook for the course is The American Pageant: A History of the Republic, Volume 1 by David Kennedy, et. al. (Houghton Mifflin, 2006 ISBN: 0618479287).

World Geography (13 Units) Globes, maps, charts, earth’s layers, renewable, and nonrenewable re- sources, atmosphere, hydrosphere, ecosystems, human migration, settlement, developing nations, counter migration stream, pandemic, cultural mosaics, United States, Northeast and the South, Canada, Greenland, International alliances, NAFTA, NATO, and OAS, aquaculture, conservation, environmental policies, agriculture, Central America, South America, Caribbean, Oceania, Australasia, Antarctica, Western Europe,
Eastern Europe and Russia, Sub-Saharan Africa, North Africa, Southwest Asia, Central, South, East, and Southeast Asia.

Civics (5 Units) Personal rights and responsibilities of citizenship, role of religion in government, implications of American politics and foreign policy internationally, a new nation, the constitution, branches of government, relationship by the people, relationship to the world.

Civil War (6 Units) Cultural Differences between North and South, slavery, political compromises, Kansas-Nebraska Act of 1854, violence in Kansas, John Brown, Abolitionist Movement, South seceding from the Union, confederacy, sovereignty, Anaconda Plan, Bull Run, Battle of Shiloh, Peninsular Campaign, Antietam, Battle of Fredericksburg, Chancellorsville, Jefferson Davis, Abraham Lincoln, Battle of Gettysburg, George Meade, Rose O’Neal Greenhow, Ginnie and Lottie Moon, Nancy Hart, Dr. Mary Walker, Harriet Tubman, The Black Brigade of Cincinnati, William Harvey Carney, Vicksburg, Chickasaw Bluffs, Robert E. Lee, Ulysses S. Grant, Battle of Chickamauga, Battle of Chattanooga, Wilderness Campaign, Petersburg, Atlanta Campaign, Sherman’s March to the Sea, Union and Confederate Prisons, Battle of Britain.


The Story of the Constitution (8 Units) History and values of the constitution from a biblical perspective, writing and ratification, preamble, articles and amendments, the colonies, formation of the new nation, principles and nature of constitution.

State Histories (1-5 Units) Five Unit courses include lessons, quizzes, projects and tests examining the history, culture, government, economy, and citizenship of the state. One Unit courses use a project format to cover the same topics.
Comparative Government And Politics – Honors Comparative Government and Politics will introduce students to the diverse political environment outside the United States. The course will compare six selected countries with respect to their political structure and policies as well as different challenges within each of those countries. Students will also examine how different governments solve similar problems and then compare the effectiveness of their approach. One resource that should be widely used in this course is the information provided at apcentral.collegeboard.com. This site contains formerly released free response questions (FRQs) as well as overviews and guidelines as you prepare for the final exams of this course. The textbooks for this course are: Drogus, Orvis, Introducing Comparative Politics: Concepts and Case in Context, 3rd edition. Sage, CQ Press 2013. This is the primary textbook for the class. The book is arranged in a way that integrates concepts and countries. This will allow you to look at concepts and see them applied in context.

Human Geography – Honors This course is taught as an introductory level college course. This two-semester course will teach students the basic concepts of human geography and give them a geographic framework for the analysis of current world problems through case studies, computer applications, and fieldwork. The students will learn to use the tools of a geographer to ask geographic questions, acquire, organize, and analyze geographic information, and answer geographic questions. They will also take on-line multiple choice quizzes and practice free-response questions (FRQ’s) Applications: Because this course is on-line, it is very hands-on and inquiry-based. Students will conduct field studies – both virtual and on location, and work with GIS and various types of maps, graphs, charts, and other forms of data display and organization to solve geographic problems. They will view geographic videos and utilize on-line resources to learn more about Human Geography. They will learn to apply geographic concepts and models to real-life problems through use of case studies and activities that require them to apply geographic analysis.

Macroeconomics - Honors is the study of the performance of an economy as a whole. This course will cover in detail basic economic concepts, measurement of economic performance, national income and price determination, the financial sector, inflation, unemployment and stabilization policies, economic growth and productivity, and international trade and finance. Upon completing this course, students will be trained to interpret economic news, understand the effects of government policies, and excel on the AP exam. The learning methodologies in this course are varied and highly interactive, and the main textbook will be supplemented with economic simulation games, application reports, assessments, and videos.

BIBLE

New Testament Survey (10 Units) The Gospels, Acts of the Apostles, the Pauline epistles, the general epistles, the Revelation of Jesus Christ, Biblical literature; Job and suffering, sharing Christ, God’s will for your life.

Old Testament Survey (10 Units) Creation through Abraham, Abraham through Joseph, The exodus and wanderings, Israel in Canaan, The judges and spiritual decline, the kingdom, the divided kingdom, the remaining kingdom, captivity, the restoration.
Bible Doctrine (10 Units) The faithfulness of God, Romans part I, Romans part II, the doctrine of Jesus Christ, the nation of Israel, history of the canon, friendship, dating and marriage, sin and redemption, apologetics.

Christian Faith and Living (10 Units) Knowing yourself, Christina ministry, choosing your Christian ministry, Godhead, God’s holiness and goodness, epistles of James and John, Biblical literature, comparing religions, David, Solomon, Psalms, and Proverbs, practical Christian living.

Foundations for Living (10 Units) What is a Biblical Worldview?, presuppositions, the doctrines of the Bible, God’s creation, head of the family, the Bible and marriage, dating to matrimony, Christian education, art, music, and politics, putting it all together.

FOREIGN LANGUAGE

SPANISH

Spanish I (12 Units) Entry level high school foreign language course which explores the Spanish language through communication, culture, connections, comparisons and communities. Students material will achieve the following goals: Use of Spanish in everyday situations in both oral and written communication, vocabulary necessary to function as a tourist in Spanish speaking countries, and the Spanish speaking world. the ability to read, listen and understand basic passages in Spanish related to various themes, and to compare cultural aspects of Hispanic countries and the United States. Assignments will include material such as; alphabet, Spanish greetings, verbs, pronouns, nouns, definite articles, colors, opportunities to use Spanish, numbers, days of the week, time, parts of the sentence, how to begin a conversation, cultures in Mexico, Mexican hat dance, Sweet Fifteen Party, Mayan World, Long live Mexico and it’s independence, exploration through various Hispanic countries of lifestyles, activities, sites, weather, and transportation.

Spanish II (12 Units) Spanish II course builds on Spanish I and reviews skills and concepts taught in Spanish I with further exposure to communication, cultures, connections, comparisons, and communities. Assignments will consist of introduction to the Spanish speaking world, Spanish in the US, why do we speak Spanish, geography lesson, educational field trip, literature class, Chilean personalities, the outdoors on Margarita Island, music and dance, Peru, Machu Picchu is a wonder, culture shock, Amazon Rainforest and Puerto Maldonado, Spanish influence in Colombia.

Spanish III (12 Units) Spanish III is a high school foreign language course that builds upon skills and concepts taught in Spanish II. The online course emphasizes the five c’s of communication, cultures, connections, comparisons, and communities.
FRENCH

French I (12 Units) Entry level high school foreign language course which explores the French language through communication, culture, connections, comparisons and communities. Student material will achieve the following goals: Use of French in everyday situations in both oral and written communication, vocabulary necessary to function as a tourist in francophone countries, obtain basic knowledge of France as a country, the ability to read and listen with understanding of French passages related to various themes, and to compare cultural aspects of French speaking countries and the United States. Assignments will included material such as; alphabet, accents, masculine or feminine phrases, school expressions, educational system in France, telling time, date, numbers 60-100, colors, structures in France, family, French holidays, possessive adjectives, adjectives, irregular adjectives, adjectives that precede the noun, leisure activities in France, hobbies, verbs and adverbs, sports in France, weather, seasons, stages of life, transportation.

French II (12 Units) French II course builds on French I and reviews skills and concepts taught in French I with further exposure to communication, cultures, connections, comparisons, and communities. Assignments will consist of grammar review, French products, markets in the Francophone World, cost of goods, health care professions, professions in the arts, trades, helping professions, character traits, Cannes Film Festival, French lifestyle and royal weddings, nutrition around the Francophone world, physical activity, daily habits, a teen's typical routine, cultural celebrations and fashion, fashion at the beginning of the Twentieth Century, African fashion, the fine arts, movements and art history, The Louvre Museum sites and things to do while on vacation, modes of transportation.

FINE ARTS

Music Theory (5 Units) Students learning experience will include the basic concepts of rhythm and meter, notation and pitch, scales and key signatures, harmony with hands on activities of performance and composition.

Music Appreciation (5 Units) Students learn basic musical elements, trace the development and growth of classical music, receive a strong foundation for greater appreciation of music and learn how they experience music. Lessons include engaged listening to learn techniques to effectively listen and respond to music, identify common instruments by sight or sound, identify musical terms, compare and contrast music from different periods as well as analyze the effects of classical and popular music of the 20th century.

Digital Arts (1 Unit) Students receive an introduction to visualization-graphics programming on computers. Helps students expand knowledge and skills to identify differences between digital arts and other types of art or photographs; write about the role digital art plays in mass media, define different types of digital photography, the ethics of photo manipulation; and identify strengths and weaknesses of digital and analog audio.
HEALTH & PHYSICAL FITNESS

High School Health (5 Units) Building blocks, circulatory system and respiratory system, childhood development, adolescence, adulthood, nutrition, carbohydrates, fats and proteins, vitamins and minerals, proper eating habits, meat and bean group, calcium, physical fitness, muscular endurance, mental health, social health, making choices, friends, family, personal hygiene, teeth and mouth, eyes and ears, safety, personal safety, weather safety, water safety, first aid kits, extreme temperature, disease and prevention, infectious disease, health care, alcohol, tobacco, health and the environment, water and soil.

Physical Fitness (5 Units) Knowledge and skills needed to analyze the key components of successful physical activity and ability to use this analysis to determine if a program is reasonable and effective, skill to describe, perform and identify the three main types of physical activity and motivational strategies to continue positive fitness habits, activities in flexibility training, cardiovascular fitness and resistance training.

Physical Education (1 Unit) Semester-length course focusing on performance of individual and team sports, with explanations of proper technique, rules of the game, and preparation. Team sports include soccer, basketball, football, baseball, and volleyball. Students have the opportunity to perform each sport, keeping an activity log. Goal is incorporating activity into daily life and gaining lifelong healthy fitness habits. Students learn to define physical fitness, evaluate their fitness level, apply fitness, weight management, and nutrition-related skills to their lives.

GENERAL STUDIES & ELECTIVES

College Planner ( 5 Units) Find your way through the complex business of choosing post-secondary options, college entrance requirements, financial planning, non-educational career option, critical and independent thinking, preparing for college entrance exams, application processes, scholarships and financial aid.

Family and Consumer Science (10-units) Use biblical principles to help high school students develop positive self-esteem and learn to successfully navigate relationships with family, friends, co-workers, and even those in the marketplace. The curriculum introduces students to character and appearance from a biblical perspective. The material also teaches about nutrition, clothing styles, home care and hospitality, personal finance, and child development and care.

Keyboarding and Applications 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 will learn about proper keyboarding technique. Once students have been introduced to keyboarding skill, lessons will include daily practice of those skills. Students will gain an understanding of
computer hardware, operating systems, file management, and the Internet. In addition, they will apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

**Personal and Financial Literacy (6 Units)** Students will evaluate financial information from a variety of sources when making personal financial decisions; understand the role of income, taxes, and research in developing and planning a career path; develop systems for managing money (including saving and investing) tied to personal financial goals; recognize and understand a consumer’s rights and responsibilities in a complex world market.

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**BUSINESS & TECHNOLOGY**

**A/V Technology and Film Careers** This course discusses careers in audio/visual (AV) technology and film, and provides students with background about the required skills, education, equipment, and technology in this industry. Students will understand the collaborative team effort of many different professionals who make films, videos, audio, and TV programming. The course begins with an introduction to the history and development of AV technology and film, with subsequent units focusing on specific sectors of the industry and the stages for producing film and media. The concluding unit focuses on the finishing stages for exhibition, distribution, and reaching a market. In addition, the course will provide information about many different careers that are available to students who are interested in AV technology and film.

**Banking Services Careers** Banking and financial services are the backbone of everything that we do in society. Without the banking industry, consumers would have no safe place to deposit their money and there would be no standard currency used within the United States. The banking industry is responsible for many of the products that we use on a daily basis, from checking and savings accounts to debit cards, credit cards, and loans. This course will focus on the specific skills related to banking and related services. In addition, you will explore career paths and the required training or higher education preparation necessary to obtain a career in banking and related services. Also, you will gain an understanding of the basic functions of customer transactions, cash drawer activity, check collection processes, and other customer service–related transactions. This course will also discuss how technology has changed the banking and related services industry. Finally, this course will provide an overview of the technical and people skills necessary to aid consumers with setting up an account, processing a loan, or establishing a business.

**Business Computer Information Systems 1-A (6 Units)** Communication Skills: email, netiquette, non-verbal communication, workplace habits and attitudes, giving constructive feedback, paraphrasing and summarizing, difference between hardware vs. software, CPU, hard drive, motherboard, emerging technology, keyboarding exercises, writing and editing business documents, how to write business letters, resumes, entering data into a spreadsheet, function, operation, creating a personal budget, database, basics in creating a database, organizing a database, search and queries.

**Business Computer Information Systems 1-B (6 Units)** Telecommunications in the workplace, using
email—ethics and work habits, choosing telecommunications for business needs, Desktop Publishing-applications, types—text, graphics, project—creating an instructional manual, presentation technology: application, layout, special effects menu, toolbars, panes, views, networks: application, architecture, computer operating system: Mac, Windows, Linux, interface, programs and files.

Business Law This course is designed to provide students with the knowledge of some of the vital legal concepts that affect commerce and trade. First, they will gain some familiarity with how laws are created and interpreted. Then, they will be introduced to the types of businesses that can be created to engage in commerce as well as the contractual and liability considerations that can impact a business. Laws that affect how a business is regulated will also be reviewed, particularly the impact of administrative rules and regulations on a business. As the students work through matters of law and business, they will also consider scriptural principles. Global commerce and international agreements, treaties, organizations, and courts that can affect business will be discussed to get a better sense of what it means to "go global" with a business. This global emphasis will also survey what is prophesied in the Bible about buying and selling in the last days. Consumer and environmental protections will be explained as well as bankruptcy options, should a business go insolvent. In particular, students will look at what the Bible has to say about the ethics of bankruptcy. Lastly, no business exists without experiencing some kind of dispute or another, and so we will review the options that exist for dispute resolution and alternative dispute resolution to provide a better understanding of how best to deal with such matters.

Career Management Career Management 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 • time management Students will complete activities that help identify personal interests, aptitudes, and learning styles. Students will use results of self-assessments to determining careers that may prove personally satisfying. Students will complete an in-depth career research activity that can be repeated for each future career decision. Students will also create a career portfolio as they work through the curriculum.

Careers in Allied Health As a Christian, it is important to do your best in whatever career path you choose. Your desire should be to help others achieve and maintain a healthy lifestyle. A career in allied health provides you the opportunity to meet the physical needs of many people. What is allied health in relation to the healthcare industry?

Allied health is the term for the area of healthcare (and health care professions) that provide support and care services other than specific doctoring and nurse care. At times, the line between allied health and "non-allied health" may seem to be separated by level of degree/education, although this is not always true.

Allied health career paths can be divided into general roles like diagnostic (testing to see what is wrong), technical (taking care of technology aspects), therapeutic (moving the patient toward healing) and direct patient care (caring for the patient in other ways), although there is some overlap in a few roles. There are a few hundred potential jobs and dozens of potential settings that one could work in.

The career field is important for several reasons. First, the care and support that allied health professionals provide is integral to the healthcare system. In addition it is estimated that these professionals make up
more than half of the entire health care field. This representation within the industry shows how very important the various roles are.

In this course, we will focus on select allied health careers, studying a variety of different levels, responsibilities, settings, education needs and amounts of patient contact. We will look at things like 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.

Then, within each job group, we will explore important aspects that are applicable to the entire field of allied health, such as behaving ethically, working as a team, keeping patients safe and free from infections and germs, honoring diverse needs of diverse patients, and following laws and policies. The last unit will then include several activities that allow the student to seriously engage with their career exploration and selection.

**Careers in Logistics Planning and Management Services** This course discusses careers in Logistics Planning and Management Services, and provides students with the history of logistics and recent advances in the field. The history of logistics creates a foundation of knowledge to build our understanding of the social and economic benefits of modern logistics. Modern societies and economic development depend on the ability to transport products from their point of origin to store shelves and then into the hands of consumers. Current trends in logistics favor low-cost methods, safety, technology, sustainability, and regulations to keep the goods flowing from their source to the consumers.

Packaging goods and materials for safe transport begins with knowing what is being handled. Goods that are intended for consumers have different packaging requirements than materials being shipped to manufacturers. Unitization makes it possible to move goods easily inside warehouse and distribution centers and between modes of transportation. Goods are often shipped through a combination of air, land, rail, and sea modes of transportation. When deciding which node to use, logistics managers consider the location, transportation plan, routing, convenience, security, and costs related to their node decision.

Managing inventory involves decision making and analysis to ensure the goods and materials flow through the logistics channels and supply chain properly. Inventory is an asset that the business carries to add revenues and profits. Identifying the need for goods and services is the first step in obtaining goods and services. Within the logistics process, many goods and services are obtained through a process of procurement. Space, time, and money are all important factors to consider when managing existing inventories and the need for future inventories.

Decision makers often look for a balance between the speed and the cost to ship goods. Documentation is needed to identify goods, enable tracking, indicate where the goods are from, and where they are being shipped. Liability for goods is common in all modes of shipping. Risk management identifies, analyzes, and evaluates elements of the business that can go wrong. These liabilities can be outside of the company’s control, but many can be prevented. Regulatory agencies create rules and regulations that are intended to protect the public from many risks. Risk management considers the potential for risk—insurance is one way to minimize the risk. Everyone who holds a financial interest in the goods, vehicles, and property wants to know they are protected, so they buy insurance.
Regulatory agencies work in cooperation with other agencies to minimize the risks and liabilities for employers and their employees. OSHA advises employers, their staff, labor unions, and industry leaders on what they can do to keep the workplace safe. They also inspect the workplace to ensure the employers are in compliance with OSHA standards. Logistics offers many career opportunities across seven career pathways. Logistics is a high growth industry, and is a stable career choice. There is something for every career-seeker, ability, and experience level. The objective of this course is to introduce the student to the field of logistics planning and management and to explain the career opportunities that are available in this field.

**Careers in Manufacturing Processes** Careers in Manufacturing Processes concerns the manufacturing process, from the conception of a new product through the prototype stage to fabrication, assembly, testing, and customer satisfaction. Manufacturing is the beating heart of American enterprise. Indeed, it is the heart of the economy of any advanced industrialized nation. This course examines every aspect of the manufacturing process from strategy and management to factory-floor tactics.

**Careers in Marketing Research** 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. This course will provide 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. This course concludes with the execution, interpretation, and presentation of marketing research.

**Construction Careers** This course in Construction Technology introduces students to the basics of construction, building systems, engineering principles, urban planning, and sustainability. Students will 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. Safety practices are emphasized in several lessons because construction is one of the most dangerous industries; students will learn that there is no way to be successful in construction without taking such issues seriously. Toward this end, the lessons also explore regulatory agencies and guidelines established for the purpose of protecting not only construction workers but also the occupants of a building.

**Engineering and Design** Engineering and Design is part of the STEM (Science, Technology, Engineering, and Mathematics) education and career path. By building real-world problem-solving and critical-thinking skills, 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. Parallels and analogies from Scriptural examples will firmly seat the course in Bible truth, since God is the master engineer, designer, and creator of everything. Popular topics and issues that are politically controversial will be explored from a Biblical perspective.

A second and equally important emphasis will address how fluid power is used by engineers to make difficult maneuvers easier, increasing efficiency and minimizing effects on the environment. Students will then identify how engineering and design have a direct impact on environmental sustainability and economic greening, with Bible principles incorporated when appropriate. Finally, students will incorporate the engineering design process, environmental life cycle, and green engineering principles to create a
decision matrix to learn how to solve environmental issues, while identifying how following God’s original principles would have avoided producing those issues in the first place.

**Engineering and Innovation** The Engineering and Innovation course will provide students with an understanding of the field of engineering and introduction to the concepts of invention and innovation, as well as some of the skills and tools necessary to invent and innovate. This information will provide students with the ability to invent and innovate in their field of choice. Students will learn details about the scope and nature of the field of engineering, as well as the Biblical principles that serve as the foundation for engineering and work in general. They will also learn about the history of invention and innovation and how those activities play a role in the advancement of human society. Students will be introduced to patents, regulations, and ethical and professional standards that apply in the fields of engineering and invention. Students will also learn about analytical modeling and problem solving, interpreting the results of models and experiments, and understanding how bias impacts outcomes. In addition, students will learn about innovations and inventions in the fields of biomedicine and the environment and how those fields have impacted the health and wellbeing of society. Lastly, students will learn about career choices and organizations and resources available for individuals who wish to incorporate invention and innovation into their careers and lives.

**Engineering and Product Development** Engineers address society’s needs and problems by designing and producing products and services. The field is diverse and includes Christian professionals who design skyscrapers, design machinery, oversee public works, and develop software and systems. The purpose of this course is to provide an overview of the concepts of product engineering and development from a Christ-centered perspective. Students will analyze the life cycle of a product to prepare it for distribution and target markets. The course begins with building an understanding of the product life cycle, from the initial idea to drafting requirements to using 3-D modeling tools and other design tools. The final unit focuses on assembling project plan pieces for a product and evaluating the plans for a successful product launch. In addition, the course will provide information about the different careers available to students interested in engineering, product development, and project management, as well as, organizations that provide encouragement to Christian engineers.

**Essentials of Business** A semester-length course introducing goals, processes, and operations of business enterprises. Focus is on the functions of companies, from multinational corporations to the corner grocery store, such as accounting, finance, human resource management, marketing, operations management, and strategic planning. Students learn how to apply business concepts to their own lives, compare and contrast market vs. controlled economies, legal forms of business ownership, components of success business communication, and analyze ways technology is changing business operations.

**Fundamentals of Computer Systems** The Computer Fundamentals course will provide 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 will provide students with the ability to configure computers and solve computer problems. Students will learn details about the different elements of computers and computer systems. They will learn to identify hardware devices and their functions. They will be instructed on the role of operating systems as well as how to install and customize the Windows
operating system. Students will learn about networking and the Internet. They will also be introduced to security issues in order to protect themselves and their computers and data. Students will also learn about some of the software applications typically used on computers today, such as Microsoft Office. In addition, students will learn specifics about maintaining and troubleshooting computers, including managing files, backing up systems, and using the administrative tools in the Windows operating system. Lastly, the students will learn the basics of customer service and working as a help desk support technician.

**Fundamentals of Digital Media** This course gives an overview of the different types of digital media and how they are used in the world today. Students examine the impact that digital media has on culture and lifestyle. The course reviews the basic concepts for creating effective digital media and introduces a number of different career paths that relate to digital media. Students will examine some tools used to create digital media and discuss best practices in the creating of digital media. This includes an overview of the process used to create new media pieces as well as the basics concepts of project management. In the course, students will examine the use of social media, digital media in advertising, digital media on the World Wide Web, digital media in business, gaming and simulations, e-commerce, and digital music and movies. Students will review ethics and laws that impact digital media use or creation.

**Fundamentals of Programming and Software Development** This course will provide 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 will learn details about core concepts in programming using Java, including writing and debugging code, proper syntax, flow of control, order of operations, comparison operators, and program logic tools and models. They will learn the function of key program techniques including if statements, looping, and arrays. They will also learn about web development using HTML and drag-and-drop development of user interfaces in an Integrated Development environment. Students will also learn about the Software Development Life Cycle and the different variations used to create software. They will learn about different programming languages and paradigms. They will learn about the importance of usability and user-centered design processes. Students will also learn about careers in the software industry, the education and skills required to work in the industry, and related career resources. Finally, the capstone project will allow students to explore and state opinions on key issues and trends impacting the software industry, and to learn about the experience of working in the industry.

**Introduction To Careers In Architecture And Construction** The goal of this course is to provide students with an overview of careers in Architecture and Construction in order 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). The Architecture and Construction career cluster is defined as careers in building, designing, managing, maintaining, and planning the built environment. The built environment is not limited to buildings and structures—or to urban environments. A much broader view of the built environment helps students gain a better and more holistic understanding of the impact of the Architecture and Construction industries. The built environment encompasses all zones of human activity—from natural conservation areas with minimal human intervention to highly dense areas with tall skyscrapers and intricate highway systems to suburban cul-de-sacs. The interrelated components that make up the built environment are as varied and unique as the professionals who help shape it.
**Introduction to Careers In Arts, A/V Technology, And Communications**

This introductory course provides comprehensive information on five separate areas of arts and communications as potential educational and career pathways. Students, who are interested in careers across a broad spectrum of professional positions, including fine artist, telecommunications administrator, magazine editor, broadcast journalist, or computer graphics artist, will gain useful perspective on industry terminology, technology, work environment, job outlook, and guiding principles.

Each of the five units covers a specific area within its two chapters. Unit 1 focuses on audiovisual (A/V) technology in film, the arts, and businesses such as advertising. Students learn about job opportunities in a variety of settings and the training programs, degrees, and experience they may need to qualify for them. Unit 2 covers the performing arts, including careers both on and offstage. Unit 3 examines the exciting field of visual arts in depth, with discussions of artistic design principles, animation design, the work and training of multimedia artists, and developments in the burgeoning field of special effects and animation in studios worldwide. Unit 4 enters the world of printing technology and print publishing, including digital media. Students study technological evolution and advancements in printing since the invention of paper.

A timeline of (predominantly U.S.) journalism gives students a glimpse into magazine editing, digital printing technology, broadcast journalism, and the legal and ethical issues of news reporting today. Finally, in Unit 5, students examine the telecommunications industry and learn more about careers in networking, phone technology, and communications and the training or certification needed for various specific positions.

**Introduction to Careers in Education and Training**

The Introduction to Careers in Education and Training course will introduce students to the field of education and training, and the opportunities available for early-childhood care, primary school, secondary school, higher education, vocational training, and adult and continuing education. The students will gain an understanding of the career options available in teaching, administrative work, and support services. They will also explore the education and background experience needed to succeed in these careers.

Students will learn about the evolution of the modern educational system in the United States, and the policies and laws that govern educational institutions. They will also discover the similarities and differences between the ethical and legal obligations of working with adults versus working with children. Students will learn about the skills needed to be effective communicators. They will also learn how to differentiate between different types of learning theories, and they will explore how to implement current principles from educational psychology into the classroom. Students will also learn how to create a safe and healthy learning environment. They will discover the federal laws and agencies that set health-and-safety standards, and they will learn how these regulations are enforced in the workplace.

The objective of this course is to introduce the student to the field of education and training, and to explain the career opportunities that are available in this field.

**Introduction to Careers in Finance**

The Introduction to Careers in Finance course provides the fundamentals of the financial services industry in the United States and explores the jobs and career opportunities that the industry offers. Unit 1 introduces the financial services industry and the financial systems that operate in the US and internationally. Unit 2 examines securities markets and investment companies, looks at how companies evaluate and mitigate risk, and discusses the valuation of stocks and
bonds. Unit 3 discusses the roles and responsibilities of corporate finance and accounting, analysis of financial statements, capital budgeting, and capital structure. Unit 4 focuses on banking services, including how the industry is organized and regulated and how risks are managed. Unit 5 looks at the insurance industry, including how it is organized and regulated, how it addresses risks, and the career opportunities it offers.

**Introduction to Careers in Government and Public Administration** The Introduction to Government and Public Administration course will provide 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 will learn about 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. They will also learn about governmental powers of the states and of local governments, such as education, law enforcement, and transportation. Students will learn about politics in the United States and the electoral process, political attitudes and opinions, and American political parties.

They will also learn about the structure of U.S. federal governmental institutions, the nature of bureaucracy, and the functions of the executive, legislative, and judicial branches of government. Students will also learn about policy making in American government, including discussions of foreign and defense policies. After completing this course, students will have a fundamental understanding of U.S. government and public administration. They will be able to explain the history and structure of the government, how the government functions and relates to state and local governments, and how the government creates and enforces public policies.

**Introduction to Careers in Manufacturing** The Introduction to Careers in Manufacturing course provides the fundamentals of manufacturing in the United States and explores the jobs and career opportunities that manufacturing offers.

Unit 1 provides an overall view of manufacturing in the United States, including how it evolved, how manufacturers are organized, and the impact of manufacturing on our society and economy. Unit 2 examines the elements of process design, management, and improvement through quality assurance plans, production and quality control, and performance measurement systems. Unit 3 focuses on jobs and careers in manufacturing, including the need for skilled workers, the outlook for manufacturing in the U.S., and the competencies that manufacturers value and develop in their workers.

Unit 4 focuses on key elements in manufacturing systems and types of manufacturing processes. It also covers research and development, product design, process design and management, and lean manufacturing. Unit 5 addresses two areas of concern for manufacturers: compliance and safety. It introduces the regulatory and safety environments in which manufacturers work and the steps they take to comply with regulations, as well as the steps some manufacturers take to go beyond compliance to create a high-performing workplace.

**Introduction to Careers in Marketing** The Introduction to Marketing course will provide students with an overview of marketing, which is an essential element for any company that produces products that are bought and used by individuals. Students will learn about what marketing is and how the process of
marketing works, the role of market research and how companies incorporate ethics into their marketing strategies. They will also learn about the importance of strategic planning for marketers, the five step strategic process, and strategies for growth.

Students will learn about the environment in which marketers operate. This includes the microenvironment, which refers to entities and influences close to the company or marketer, and the macro environment, which refers to influences that impact all of society, such as culture, social trends, and technology. They will also learn about the Four P’s of the marketing mix: product, price, promotion, and place. Students will evaluate the importance of each of these four elements and learn specifically about how technology has changed the approach to the marketing mix. They will also learn about international markets and how to approach marketing at a global level.

After completing this course, students will have a fundamental understanding of the principles of marketing. They will be able to explain the marketing process, marketing strategic planning, the marketing environment, and the trends, opportunities, and challenges in the marketing world today.

**Introduction to Careers in Transportation, Distribution, And Logistics** Transportation and Distribution Logistics is a course intended to introduce students to the complicated world of commercial transportation. This area of commerce is becoming increasingly complex and sophisticated, with work and career openings available at all levels of education. Most people, however, see only fragments of the big picture. Transportation is among the most crucial and defining elements of modern commerce. The ability to move people and goods from place to place requires vast investments of technology, and of manpower. Without that investment almost all aspects of modern life would grind to a halt.

**Introduction to Consumer Services** In this introductory Consumer Services course, students will analyze various career paths in terms of employment opportunities. Educational requirements, including applicable hard and soft skills, certifications, and licensures for different pathways, will be discussed. Developing research, analytical, and presentations skills will be 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, as well as Biblical principles and standards. Social issues and advocacy, as well as ethics and legalities, are a recurring theme. Students will gain knowledge of current issues affecting various consumer services professions and of the impact of local, state, national, and global issues on consumer services.

**Introduction to Information Technology Support and Services** This course focuses on real-world application including common industry best practices and specific vendors that offer tools for technicians, project managers, and IT leadership. Emphasis should be made that the purpose of the IT department of an enterprise is to support the overall mission of the company, and it is not simply a stand alone component of the company’s infrastructure. Students will continue to apply their knowledge of hardware and software components associated with IT systems while exploring a variety of careers related to IT support and services. Students will analyze technical support needs to perform customer service, perform configuration management activities, and evaluate application software packages and emerging software. Students will demonstrate and apply knowledge of IT analysis and design by initiating a system project and evaluating applications within the IT system. Information Technology is a dynamic discipline that is continuously evolving.
**Introduction to Information Technology** In this course, we introduce students to the knowledge base and technical skills that will help them to successfully compete for jobs within the Information Technology Career Cluster. Lessons are structured so that students learn and then demonstrate not only critical assessment and analytic skills, but also interpersonal skills that are valued so highly among IT employers. We explore a range of career tracks that include network engineers, application/programming developers, and systems analysts. These career paths are described in depth, discussing typical job responsibilities, educational and licensure requirements, working conditions, and job outlooks. Our lessons help students place the evolution of technology and job opportunities in context so that they will understand their important role in furthering its development. We believe that the most successful IT professionals combine technical know-how with leadership ability. To this end, students learn that their acquired expertise comes with the responsibility to represent themselves and the companies they work for within the highest legal and ethical standards.

**Introduction to Network Systems** How can we automate the transfer of information from one computer to another? To answer that question, this course introduces students to the fundamental technology and concepts that make networking systems possible. The question itself is a very practical one and the concepts taught are more concerned with practices and processes rather than theoretical generalities.

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. Each networking layer is explored in a three-lesson chapter. By the end of the course, every student should be comfortable reading a sentence that says something like, "X is a protocol working at the third layer."

The course also explores a good deal of technology, specifically the software and hardware supporting LANs, WANs, and Wi-Fi networks. Particularly important are the protocols in the TCP/IP stack that are used to communicate across a network, but the students are also introduced to the hardware, including hubs, switches, bridges, routers, and transmission media. The student is expected to learn that a network is not some mysterious idea out there in cyberspace. It is a mechanism that is fully dependent on its parts working properly.

Once the students understand the fundamentals of the layers and network hardware, they can be introduced to questions of security, network management, and network operating systems. In particular, they should understand the role of the server. They have already encountered many examples of client-server relationships, and the material later in the course should introduce them to the many roles that a server can play as a part of a network.

**National Security Careers** This course discusses careers in national security. It provides you with the history, background, and recent advances in this field. Millions of people work in national security positions, from military enlisted personnel, writers, politicians, photographers, and law enforcement personnel to agents, investigators, scientists, and administrative personnel. Just about any career you can imagine is available in national security.

In Unit 1, students learn that the term national security means much more than just U.S. military, the CIA, or the FBI. National security includes the actions of the president, Congress, law enforcement, and many agencies working together to ensure the safety of the United States and our allies. The unit covers the major departments and agencies responsible for national security. It also presents the history, laws, and policies
that guide these groups. In many cases, these laws and policies directly affect the lives of most Americans. Unit 2 presents the policymakers and agencies that make up the national security bureaucracy. It outlines the national security roles of the president, presidential cabinet and advisors, the 17 national security agencies, and Congress. Oversight and funding are also discussed in this unit.

Unit 3 provides information on the history and national security roles of the U.S. armed forces. It covers the Army, Air Force, Navy, Marines, National Guard, and Coast Guard. Technological advancements are presented, as well as careers within these branches of the military. Unit 4 covers intelligence agencies and federal law enforcement. It covers the roles, responsibilities, and legal limitations of intelligence and law enforcement. Intelligence gathering (operations) and analysis are presented, including careers with various intelligence and law enforcement agencies. Unit 5 discusses national security challenges in the 21st century. Rising threats such as terrorism, rogue nations, and weapons of mass destruction are presented. The unit also explores chemical, biological, nuclear, and radiological weapons examples and threats.

**Network System Design** The Network System Design course will provide 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 will provide students with the ability to design, configure, and troubleshoot networks of all sizes. Students will learn the basics of network design, including how to identify network requirements and determine the proper network architecture. They will be instructed on the requirements of network models, as well as be introduced to local area networks. Students will also learn about Internet Protocol and the basics of routing data on a network. Students will be introduced to wide area networks and network security issues. In addition, students will learn about network management, including monitoring and troubleshooting. Last, students will learn about network operating systems and their role in connecting computers and facilitating communications.

**New Applications: Web Development in the 21st Century** New Applications introduces students to the rapidly evolving world of apps, or applications. The introduction of the Apple II in 1977 followed by the IBM PC and scores of compatible computers just four years later created strong consumer demand for software programs, as these applications were referred to at the time. Capable of formatting spreadsheets, composing and proofing hundreds of lines of text, or supporting classroom instruction, computer programs were initially sold by specialty stores, college bookstores, or through the mail. The explosive growth of the Internet that followed at the beginning of the twenty-first century with the introduction of high-speed networking, the dynamic World Wide Web, and most recently the development of affordable smartphones and web tablets have all contributed to global, cultural, and societal change.

This course begins with a historical tour of the Internet and World Wide Web as well as the programs and applications that made it possible for computer users on every continent to begin to explore and better understand their world. Then, through a step-by-step introduction to WordPress, students gain the tools and insight necessary to create their own web pages and discover their online voice. In addition to learning how to use WordPress and other applications that promote students’ presence on the World Wide Web, this course discusses how the web has become the foremost channel for the distribution of applications that increase the functionality of the web and support a global hub of social networking and communication. Students are introduced to the evolution of networking and data-transfer capabilities beginning with early
HTTP protocols continuing through to the recent introduction of smartphones capable of connecting to sites on the World Wide Web without having to rely on a browser for navigation.

The course concludes with a survey of the continuing explosion of new apps, or applications, designed to operate on one or more of the proprietary mobile devices (smartphones, tablets, and netbooks). Students are given an opportunity to track fundamental changes in this growing industry as development has moved from the original model of a single experienced programmer developing a single app for distribution at little or no cost to a model in which retailers, non-profit organizations, government agencies, and Fortune 500 companies contract with mid-sized marketing and communications firms to develop sophisticated apps designed to raise global market and public awareness of institutions and issues. Additionally, students have an opportunity to understand that career opportunities in app development have evolved from programming and coding to now include marketing, public relations, creative arts, project and product management and sales, with a growing number of careers in the industry requiring little if any actual programming experience.

New Applications is a 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. The goal of the course is to provide the learner insight into the rapidly evolving universe of programming and application development so that he or she can make informed career decisions in an industry that is changing as quickly as it is growing.

**Nursing: Unlimited Possibilities and Unlimited Potential** Each year the Gallup Poll conducts a survey of the American public to determine the ten most respected professions in the country. Since 2001, registered nurses have topped that list. More registered nurses (2.7 million in 2010) work in healthcare than any other professional position; at the same time, a national shortage of qualified nurses exists and is projected to become significantly worse by 2020. As new nursing positions become available and a significant number of registered and licensed practical nurses approach retirement age, there are opportunities for recent graduates of accredited nursing programs throughout the country.

In a world that is increasingly secularized, there is a tremendous need for godly, Christian nurses who not only meet the physical needs of patients, but who can also provide prayer and spiritual support. They assist patients as well as lift up hurting families while placing a strong emphasis on the sanctity of human life.

However, in an era of new medical technology and increased specialization in patient care, healthcare administrators are becoming more discerning; offers of employment are extended to recent graduates of accredited baccalaureate nursing programs in far greater numbers than those offered to licensed practical nurses or registered nurses who successfully completed a hospital-based diploma program as well as those with an associate degree in nursing from a community college or professional school.

This course provides 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.
In June 2012, the U.S. Supreme Court upheld the majority of provisions in the Affordable Care Act, which will extend health insurance benefits to an additional 32 million residents of this country and represents the most significant changes in healthcare since the introduction of Medicare and Medicaid. Nurses will continue to play a pivotal role in the care and treatment of these patients as well as have opportunities to make significant contributions to a new definition of healthcare.

Partially in response to these rapid changes in healthcare, the Robert Wood Johnson Foundation and the National Academies’ Institute of Medicine conducted a study of the current state of nursing as well as the profession’s role in the future. This study, The Future of Nursing, has grown into a national initiative to redefine nursing education and scope of practice. In this course, students will have several opportunities to learn about the expanding scope of professional practice for registered nurses and better understand the important changes proposed in the education and ongoing professional development of nurses. A project at the end of this course will assist students in focusing their ambition and commitment to nursing service by better defining their available educational and clinical training opportunities.

**Office Applications I: Microsoft® Word®, PowerPoint®, and Publisher®** Introduction to design, development, creation, editing, document sharing, publication and presentation using these applications. Explore mail merge, tab stops, backstage view tools; insert, edit, view, review and share publications. Create presentations, enter and modify content, modify and deliver presentations, collaborate and share PowerPoint shows.

**Office Applications I: Microsoft® Excel® and Access®** Use Excel® and Access® to design, develop, create, edit, and share business spreadsheet and database documents. Explore data entry, formatting, formulas, functions, charts, graphics in backstage view. Gain skills including relational database terminology, creating and modifying tables, forms, queries, and reports.

**Software Development Tools** This course introduces students to the variety of careers related to programming and software development. Students will 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. Students will produce IT-based strategies and a project plan to solve specific problems, and define and analyze system and software requirements.

**Small Business Entrepreneurship** Introduction to running a business from start to finish. Skills include effective organization, develop, create, and manage a small business, while dealing with challenges, problems, and issues faced by entrepreneurs. Understand the traits required to become an entrepreneur. Explore legal rules and regulations, ethics affecting small businesses, how to apply economic concepts to decision-making, analyze markets, identify target markets, develop business and management plans.

**Technology and Business** Technical skills, effective communication skills and productive work habits to make a successful transition to the work place or postsecondary education. Explore emerging technologies, operating systems, and computer networks while creating a variety of complex word-processing documents, spreadsheets with charts and graphs, database files, and electronic presentations. Learn to select appropriate technology to address business needs, compare operating systems, demonstrate communication skills,
identify components of the telecommunications industry, describe the components needed to establish a network, use project management tools to successfully manage a business project.

**Teaching And Training Careers** This course 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. In five units of study, lessons, and projects, students engage with the material through in-depth exploration and hands-on learning, to prepare them for teaching and training careers. Students are given many opportunities to be the teacher or trainer and to explore the tasks, requirements, teaching strategies, and research-based methods that are effective and high-quality.

Unit one provides foundational information on the evolution of education, educational formats, learning theories and theorists, and the interconnectedness of knowledge areas in teaching and training careers. In Unit Two, students become teachers, creating courses and lesson plans to standards, in their exploration of instructional design and planning. They investigate resources and types of materials teachers select, use, and create.

Unit Three focuses on classroom strategies, as students role-play in simulations to devise methods of handling classroom issues and engage individual learners. They assess student and teacher performance through assessments themselves, examining the effectiveness of various methods. Unit four focuses on the importance of a positive environment, as evidenced through research, and students identify elements that achieve this outcome. Students contrast inclusion-based education with previous instructional models from educational history. Unit Five completes the 30 lesson segments with student investigation of data collection; rankings; student records; and how data is collected, compiled, used, and stored. Students research outreach methods and accountability regulations and practices, to see how data use affects community standing and relationships, policy reform, and school reputation.

Students complete the course with a comprehensive knowledge of what is required in educational qualifications, preparing for, obtaining, and excelling in a teaching and training career they are encouraged to determine for themselves. They gain an informed awareness of research-based methods, effective strategies, the needs of individual learners, and the challenges teachers and trainers face in today's educational landscape.
ACT Test Prep

Essentials of Mathematics Essentials of Mathematics is a semester-length review of the fundamentals taught in Pre-Algebra, Algebra I and Geometry courses and is useful at the high school level for basic skill remediation and/or practice necessary to prepare for a state exam. The course highlights basic mathematical skills through multiple review, practice and sample exam questions.

GED Prep History and Geography

GED Prep Language Arts

GED Prep Mathematics

GED Prep Science

GED Test Prep

HiSET Test Prep

TASC Test Prep