



# Curriculum Guide

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***Smart Horizons Career Online Education is committed to preparing students for the workforce and post-secondary education by delivering innovative career-based education in a supportive, engaging environment.***

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## ENGLISH 1: GRAMMAR AND COMPOSITION

### DESCRIPTION:

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

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

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

### CREDITS:

1 Credit

### PREREQUISITES:

There are no prerequisites for this course.

### STANDARDS:

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

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## **English 1: Grammar and Composition**

ENG 101: Pretest—Grammar and Composition  
Word Origins and Commonly Used Foreign Expressions  
Word Roots, Prefixes, and Suffixes  
Nouns and Pronouns  
Adjectives and Adverbs  
Prepositions and Conjunctions  
Determiners  
Interjections, Exclamations, and Imperatives  
Writing Effectively  
Subjects, Verbs, and Agreement  
Predicate and Subject Complements  
Clauses  
Direct and Indirect Objects  
Verb Tenses, Forms, and Moods  
Faulty Comparisons  
Types of Sentences and Sentence Problems  
Business Letters and Memos  
ENG 101: Test—Grammar and Composition

## **English 1: Grammar and Composition**

ENG 102: Pretest—Grammar and Composition  
Punctuation, Part 1  
Punctuation, Part 2  
Capitalization and Numbers  
Words and the Dictionary  
Making Connections: Transition and Flow  
Paragraphs  
Cover Letters  
Resumes  
Prewriting  
Establishing a Topic, Gathering Information, and Outlining  
Organizing and Writing a First Draft  
Choosing the Right Words: Reviewing and Revising  
Types of Essays  
Exploring Cause and Effect Essays  
Writing Compare and Contrast Essays  
Persuasive and Narrative Essays  
ENG 102: Test—Grammar and Composition

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## ENGLISH 2: INTRODUCTION TO LITERATURE

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

English 1: Grammar and Composition

### **STANDARDS:**

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

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## English 2: Introduction to Literature

ENG 201: Pretest—Introduction to Literature  
Denotation and Connotation  
Literal and Figurative Language  
Hyperbole and Onomatopoeia  
Oxymoron  
Personification and Anthropomorphism  
Irony  
Parallelism and Paradox  
Symbols and Symbolism  
Technical Writing  
Journalism  
Plays  
Short Story  
Novel  
History of Poetry  
Limericks and Haiku  
Allegories, Fables, and Fairy Tales  
ENG 201: Test—Introduction to Literature

## English 2: Introduction to Literature

ENG 202: Pretest—Introduction to Literature  
Epic Poetry  
Lyric Poetry  
Dramatic Poetry  
Tragedy  
Comedy  
Parody  
Satire  
Reading Prose  
Information and Media Literacy  
Visual Components  
Creating an Informative Document  
Online Research  
Mass and Social Media  
Evaluating Print Media  
Evaluating Nonprint Media  
Creating a Brochure  
ENG 202: Test—Introduction to Literature

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## **ENGLISH 3: WORLD LITERATURE**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

English 2: Introduction to Literature

### **STANDARDS:**

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

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### English 3: World Literature

ENG 301: Pretest—World Literature  
Diction, Tone, and Mood  
Rhythm  
Rhyme  
Stanza and Verse  
Imagery and Symbolism  
Simile and Metaphor  
Alliteration, Assonance, and Consonance  
Analyzing and Interpreting Poetry  
Setting  
Plot  
Characterization  
Theme  
Point of View  
Literary Elements in a Short Story  
Critical Reading Skills  
“The Curious Case of Benjamin Button” by F. Scott Fitzgerald  
ENG 301: Test—World Literature

### English 3: World Literature

ENG 302: Pretest—World Literature  
Novellas and Novels  
*Heart of Darkness*  
Characterization in *Heart of Darkness*  
Symbolism and Themes in *Heart of Darkness*  
*Gulliver’s Travels*: “A Voyage to Lilliput”  
*Gulliver’s Travels*: “A Voyage to Brobdingnag”  
*Gulliver’s Travels*: “Voyage to Laputa, Balnibarbi, Luggnagg, Glubbdubdrib, and Japan”  
*Gulliver’s Travels*: “A Voyage to the Country of the Houyhnhnms”  
History of Theater  
Theater Around the World  
*No Exit*  
*Endgame*  
*Hedda Gabler* Acts I and II  
*Hedda Gabler* Acts III and IV  
*The Comedy of Errors* Acts I–III  
*The Comedy of Errors* Acts IV and V  
ENG 302: Test—World Literature

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## **ENGLISH 4: AMERICAN LITERATURE**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

English 3: World Literature

### **STANDARDS:**

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

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#### **English 4: American Literature**

ENG 401: Pretest—American Literature  
American Poetry—A New Voice  
Poetry and the American Revolution  
Fireside Poets and Civil War Poetry  
Walt Whitman and Emily Dickinson  
Nature Poems  
Gothic Poetry and Folk Poetry  
Contemporary American Poets  
Prose Poetry  
Early American Prose  
American Transcendentalism  
Early Historical Fiction and Nonfiction  
Domestic Fiction  
Folklore and Tall Tales  
Southwestern Humor  
Horror Fiction  
Science Fiction and Fantasy  
ENG 401: Test—American Literature

#### **English 4: American Literature**

ENG 402: Pretest—American Literature  
Crime Fighters (Crime/Detective Fiction)  
Caught by Surprise  
American Gothics: Poe and Hawthorne (Dark Romanticism)  
Award Winning Authors  
Edith Wharton: Ethan Frome Part 1  
Edith Wharton: Ethan Frome Part 2  
Edith Wharton: Ethan Frome Part 3  
Edith Wharton: Ethan Frome Part 4  
Theater in the United States  
Early American Playwrights  
20th Century American Playwrights  
One-Act Plays  
Expressionism: The Emperor Jones by Eugene O'Neill  
The Emperor Jones: A Literary Analysis  
Famous Speeches  
Public Speaking  
ENG 402: Test—American Literature

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## MATH 1: GENERAL MATH

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

### **STANDARDS:**

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

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**Math 1: General Math**

MAT 101: Pretest—General Math  
Number Types  
Basic Math Operations  
Signed Numbers and Absolute Value  
Order of Operations  
Rounding and Estimation  
Number Properties  
Factoring and Divisibility Rules  
Word Problems  
Simplifying Fractions  
Adding and Subtracting with Fractions  
Multiplying and Dividing with Fractions  
Decimals and Place Value  
Converting Between Fractions, Decimals, and Percents  
Percents  
Comparing Fractions, Decimals, and Percents  
Ratios and Proportions  
MAT 101: Test—General Math

**Math 1: General Math**

MAT 102: Pretest—General Math  
Exponents and Roots  
Scientific Notation  
Using Formulas in Math  
Angles and Lines  
Quadrilaterals  
Circles  
Triangles  
Surface Area and Volume  
Patterns  
Simple Probability  
Basic Statistics  
Basic Charts and Graphs  
Charts and Graphs  
Frequency Tables and Graphs  
Item Sets  
Solving Equations  
MAT 102: Test—General Math

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## **MATH 2: CONSUMER MATH**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Math 1: General Math

### **STANDARDS:**

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

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## **Math 2: Consumer Math**

MAT 201: Pretest—Consumer Math  
Managing Money  
Creating a Spending Plan  
Balancing Your Checkbook  
Paying Bills  
Understanding and Handling Debt  
Interest Rates  
Choosing Bank and Credit Accounts  
Savings Accounts  
Establishing Credit  
Taking out a Loan  
Charge Accounts and Credit Cards  
Planning for Retirement  
Buying a Car Purchasing a  
Home Investments 1  
Investments 2  
MAT 201: Test—Consumer Math

## **Math 2: Consumer Math**

MAT 202: Pretest—Consumer Math  
Early Allocation of Assets  
Adapting Allocation of Assets to Changes in Life Circumstances  
Student Loans  
Paying off Debt  
Employee Benefits  
Taxes  
Life Insurance  
Health Insurance  
Using Technology in Finance  
Grocery Shopping  
Consumer Awareness  
Renting vs. Buying  
U.S. Customary System of Measurements  
Metric System of Measurements  
Converting Between Measurement Systems  
Currency  
MAT 202: Test—Consumer Math

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## MATH 3: ALGEBRA

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Math 2: Consumer Math

### **STANDARDS:**

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

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### **Math 3: Algebra**

MAT 301: Pretest—Algebra  
Introduction to Algebra  
Signed Numbers, Number Line and Absolute Value  
Powers, Exponents, and Square Roots  
Order of Operations  
Scientific Notation  
Integers and Operations  
Fractions-Least Common Denominator  
Patterns and Functions  
Monomials and Polynomials  
Variables and Constants  
Commutative, Associative, and Distributive Properties  
Algebraic Expressions  
Simplifying Expressions  
Inequalities  
Greatest Common Factor  
Least Common Multiple  
MAT 301: Test—Algebra

### **Math 3: Algebra**

MAT 302: Pretest—Algebra  
Equations  
Interpreting and Translating Equations  
Translating and Solving Algebra Word Problems  
Simplifying Equations  
One-Step Equations  
Two-Step Equations  
Factoring Polynomials  
Solving Fractional Equations  
Coordinate Plane and Graphing Coordinates  
Distance Between Points  
Quadratic Equations  
Slope of a Line  
Slope-intercept Form  
Point-slope Form  
Radicals  
Scatterplots  
MAT 302: Test—Algebra

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## **SCIENCE 1: EARTH AND SPACE SCIENCE**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

### **STANDARDS:**

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

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### **Science 1: Earth and Space Science**

SCI 101: Pretest—Earth and Space Science  
Scientific Knowledge  
Practice of Scientific Inquiry  
Sources of Information  
Scientific Argumentation, Inference, Explanations and Creativity  
Scientific Theories and Laws  
Scientific Models  
Science and Technology  
Big Bang Theory  
Astronomical Objects  
Formation of Planetary Systems  
Properties of Stars  
Coordinate System  
Astronomical Distances  
Electromagnetic Spectrum  
Effects of Earth, Moon, and Sun  
SCI 101: Test—Earth and Space Science

### **Science 1: Earth and Space Science**

SCI 102: Pretest—Earth and Space Science  
Introducing Planet Earth  
Formation of Planet Earth  
Evolution of Earth's Flora and Fauna  
The Inner Earth  
The Earth's Atmosphere  
The Earth's Great Bodies of Water  
The Earth's Landmasses  
Our Ever-Changing Earth  
The Earth's Spheres  
Basic Principles of Matter  
Basic Principles of Energy  
The Earth's Cycles and Processes  
Basic Principles of Weather  
Severe Weather Events  
Weather and Climate  
Global Climate Change  
SCI 102: Test—Earth and Space Science

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## SCIENCE 2: PHYSICAL SCIENCE

### DESCRIPTION:

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

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

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

### CREDITS:

1 Credit

### PREREQUISITES:

Science 1: Earth and Space Science

### STANDARDS:

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

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## Science 2: Physical Science

SCI 201: Pretest—Physical Science

Atomic Theory

Properties and Phases of Matter

Periodic Table

Chemical Bonding

Nomenclature and Formula Representations

Carbon Atoms

Matter and Energy Transformations

Chemical Reactions

Chemical Equations

Reaction Kinetics

Oxidation-Reduction (Redox) Reactions

Acid-Base Reactions

Direct Combination and Chemical Decomposition

Single and Double Displacement

SCI 201: Test—Physical Science

## Science 2: Physical Science

SCI 202: Pretest—Physical Science

Newton's First Law of Motion

Newton's Second Law of Motion

Newton's Third Law of Motion

Work and Power

Strong and Weak Interactions

Electromagnetism

Gravitation

Thermal and Chemical Energy

Electrical and Radiant Energy

Nuclear and Magnetic Energy

Elastic and Sound Energy

Gravitational Energy

Laws of Thermodynamics

Waves

SCI 202: Test—Physical Science

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## SCIENCE 3: BIOLOGY

### DESCRIPTION:

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

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

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

### CREDITS:

1 Credit

### PREREQUISITES:

Science 2: Physical Science

### STANDARDS:

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

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### **Science 3: Biology**

SCI 301: Pretest—Biology  
The Cell  
Integumentary and Skeletal Systems  
Human Muscular System  
Nervous System  
Human Circulatory and Respiratory Systems  
Human Digestive and Excretory Systems  
Human Endocrine and Immune Systems  
Human Reproductive System  
The Theory of Evolution  
Evolutionary Timeline  
Biological Classifications  
Plant and Animal Kingdoms  
Primate and Hominid Evolution  
Hominid and Human Evolution  
Interdependence of Organisms  
SCI 301: Test—Biology

### **Science 3: Biology**

SCI 302: Pretest—Biology  
Mendel's Laws  
Hardy-Weinberg Equilibrium  
Universal Genetic Code  
Transcription and Translation  
Mitosis  
Meiosis  
Human Development  
Biological Macromolecules Overview  
Carbohydrates  
Lipids  
Proteins  
Nucleic Acid  
Cellular Respiration  
Role of Enzymes  
SCI 302: Test—Biology

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## **SOCIAL STUDIES 1: WORLD HISTORY**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

### **STANDARDS:**

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

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### **Social Studies 1: World History**

SOC 101: Pretest—World History  
Ancient Civilizations (Prehistory–550 CE)  
Greek and Roman Civilizations (2000 BCE–476 CE)  
The Byzantine Empire and Eastern Europe (500 CE–1547 CE)  
Islamic Civilizations (570 CE–1629 CE)  
The Middle Ages (500 CE–1500 CE)  
Chinese and Japanese Empires  
African Civilizations (730 BCE–1591 CE)  
American Civilizations (Prehistory–1570 CE)  
The Renaissance  
The Reformation  
The Scientific Revolution  
The Age of Enlightenment  
European Expansion and Exploration: Part 1  
European Expansion and Exploration: Part 2  
European Monarchies: Part 1  
European Monarchies: Part 2  
SOC 101: Test—World History

### **Social Studies 1: World History**

SOC102: Pretest—World History  
American and French Revolutions (1750–1815)  
Industrial Revolution (1750–1885)  
European and Latin American Revolutions (1790–1850)  
Nationalism (1800–1914)  
Democracy and Self Rule (1750–1919)  
Imperialism, Expansion, and Modernization (1800–1914)  
World War I  
Reform, Revolution, and Social Change  
Totalitarianism (1911–1939)  
World War II (1939–1945)  
The Aftermath of World War II  
The Cold War  
Twentieth Century Nations (1946–1999)  
Modern Regional Tensions (1945–Present)  
Globalization and Modern Day Advances  
World Challenges Today  
SOC102: Test—World History

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## **SOCIAL STUDIES 2: AMERICAN HISTORY**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Social Studies 1: World History

### **STANDARDS:**

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

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## **Social Studies 2: American History**

SOC 201: Pretest—American History  
Causes of the Civil War  
Course and Effects of the Civil War  
Reconstruction  
Civil War and Industrialization  
The Rapid Growth of Cities  
Impact of Immigration  
Rise of National Labor Unions  
Foreign Policy After the Civil War  
Capitalism, Urbanization, and Political Machines  
Progressive Era Reforms  
Transformation of the American Economy  
Early Social Changes  
Causes of World War I  
Course and Effects of World War I—Part 1  
Course and Effects of World War I—Part 2  
The Roaring Twenties: Economic and Social Change  
SOC 201: Test—American History

## **Social Studies 2: American History**

SOC 202: Pretest—American History  
The Onset of the Great Depression  
The First New Deal  
The Second New Deal  
America before World War II  
World War II: The Pacific Theater  
World War II: The European Theater  
The Domestic Effects of World War II  
Aftermath of World War II  
Post-World War II Changes  
The Cold War  
Civil Rights Movement  
The New Frontier  
The Great Society  
Domestic Policy Foreign  
Policy Initiatives  
The Global War on Terror  
SOC 202: Test—American History

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## **SOCIAL STUDIES 3: AMERICAN GOVERNMENT AND ECONOMICS**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Social Studies 2: American History

### **STANDARDS:**

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

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### **Social Studies 3: American Government**

SOC 301: Pretest—American Government  
Founding Ideals and Principles  
The Constitution  
Amendments to the Constitution  
Citizenship  
Changes in Civil Rights  
Political Parties and Interest Groups  
Political Communication  
Federalism  
Legislative Branch  
Executive Branch  
Judicial Branch  
Local Government  
Foreign Policy  
World Affairs  
Political and Economic Systems  
SOC 301: Test—American Government

### **Social Studies 3: Economics**

SOC 302: Pretest—Economics  
Economic Systems  
Production Possibilities Curve  
Supply and Demand  
Business Organizations  
Market Structures  
Price and Non-Price Competition  
Absolute and Comparative Advantage  
Money  
Economic Goals  
Wage and Price Control  
Capital Investment  
Monopolies  
Inflation  
Taxes  
National Budget and Debt  
Federal Reserve System  
SOC 302: Test—Economics

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## **HEALTH/PE: HEALTH AND PERSONAL FITNESS**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

### **STANDARDS:**

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

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### **Health/PE: Health**

HPF 101: Pretest—Health  
Healthy Body Systems  
Disease Prevention  
Influences on Healthy Behaviors  
Familial and Environmental Effects on Health  
Health Information and Products  
Health Care Services  
Effective Communication  
Interpersonal Conflicts  
Barriers to Healthy Decision Making  
Making Healthy Decisions, Part 1  
Making Healthy Decisions, Part 2  
Developing Personal Health Goals  
Managing Stress  
Strategies for Injury Prevention and Management  
Community, State, and Federal Health Agencies  
Influencing Others to Make Positive Health Choices  
HPF 101: Test—Health

### **Health/PE: Personal Fitness**

HPF 102: Pretest—Personal Fitness  
Components of Physical Fitness  
Biomechanics and Exercise Physiology  
Developing and Using a Personal Fitness Plan  
Reducing Medical Risks Through Physical Activity  
Nutrition and Physical Fitness  
Impact of Physical Fitness on Mental Health  
Measuring Physical Fitness  
Individual and Team Sports Considerations  
Personal Fitness Guidelines  
Be Fit; Be Safe  
Bone-Strengthening Activities  
Types of Aerobic Activities  
Muscle-Strengthening Activities  
Resistance Training  
Exercise and Weight Control  
Physical Fitness for Individuals with Disabilities  
HPF 102: Test—Personal Fitness

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## **CHILD CARE AND EDUCATION 1**

### **DESCRIPTION:**

This course provides information relevant to establishment, management, oversight, and day-to-day operation of a child care facility. The course is presented in two semesters.

Semester 1 focuses on the business aspects of commercial child care. It describes how to manage a business and presents sound professional practices. It discusses related activities including staffing a facility, assessing organizational strengths and weaknesses, and gaining required accreditation. It also details some practices associated with operating a successful child care enterprise including risk management, environmental safety, and programs for multilingual children.

Semester 2 discusses potential personal/personnel issues including time management, conflict resolution, sexual harassment, and stress management. It also describes techniques and procedures for preventing, recognizing, and reporting child abuse, protecting against bloodborne germs, understanding prescription labels, transitioning children to kindergarten, and working with children with disabilities.

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

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**Child Care and Education 1: Semester 1**

Managing your Child Care Business  
Professional Practices  
Staffing Child Care Programs  
Assessing a Child Care Program  
Assessing Child Care Business Practices  
Early Childhood Program Accreditation  
Early Childhood Programs for Multilingual Children  
Risk Management  
Environmental Safety  
Semester 1 Test

**Child Care and Education 1: Semester 2**

Time Management  
Conflict Resolution for Adults  
Sexual Harassment Awareness  
Stress Management  
Child Abuse: Identification and Prevention  
Child Abuse: Physical Abuse Awareness  
Child Abuse: Sexual Abuse Awareness  
Bloodborne Pathogens  
Reading Prescription Labels  
Transitioning to Kindergarten  
Working with Children with Disabilities  
Semester 2 Test

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## **CHILD CARE AND EDUCATION 2**

### **DESCRIPTION:**

This course describes effective techniques and procedures for establishing positive and productive relationships with families and the community. It also discusses considerations for maintaining a safe and healthy learning environment. The course is presented in two semesters.

Semester 1 describes methods and opportunities for relating to parents and encouraging parental involvement. It also defines basic attributes of effective written communications and discusses techniques for overcoming difficulties communicating with parents including potential barriers posed by cross-cultural communications.

Semester 2 discusses infant and child health issues including nutrition and childhood obesity. It also describes actions and activities that should be taken to ensure safety and security in a child care environment.

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Child Care and Education 1

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### **Child Care and Education 2: Semester 1**

Cross-Cultural Communication  
Effective Written Communication  
Encouraging Parental Involvement  
Helping Children Cope with Grief  
Open House  
Overcoming Difficulties in Communicating with Parents  
Relating with Parents  
Surviving Toddlerhood  
Working and Communicating with Families  
Semester 1 Test

### **Child Care and Education 2: Semester 2**

Childhood Obesity  
Design and Use of Child Oriented Spaces  
Health  
Health: Curriculum Development Tools  
Infant and Toddler Health and Safety  
Nutrition  
Nutrition: Curriculum Development Tools  
Outdoor Play Safety  
Safety  
Safety and Security Procedures  
Safety: Curriculum Development Tools  
SIDS and Shaken Baby  
Special Interest Centers  
Semester 2 Test

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### **CHILD CARE AND EDUCATION 3**

**DESCRIPTION:**

This course discusses the stages of physical and mental child growth and development. It also describes beneficial actions child care providers can take to enhance development and deal with specific situations and circumstances. This course is presented in two semesters.

Semester 1 describes specific behaviors and cues that indicate normal or abnormal mental, physical, social, and emotional growth of infants, toddlers, and pre-school age children. It also provides laws and guidelines applicable to dealing with children with disabilities.

Semester 2 describes effective techniques for fostering positive child self esteem, managing childhood conflict and anger, and dealing with childhood stressors including trauma and stranger and separation anxieties. It also discusses ethical behavior expected of all child care professionals.

**CREDITS:**

1 Credit

**PREREQUISITES:**

Child Care and Education 2

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### **Child Care and Education 3: Semester 1**

Language Development  
Stages of Cognitive Development in Infants  
Stages of Cognitive Development in Preschoolers  
Stages of Cognitive Development in Toddlers  
Toilet Training  
Stages of Physical Growth and Development in Infants  
Stages of Physical Growth and Development in Preschoolers  
Stages of Physical Growth and Development in Toddlers  
Stages of Social and Emotional Development in Infants  
Stages of Social and Emotional Development in Preschoolers  
Stages of Social and Emotional Development in Toddlers  
Disability Laws Pertaining to Child Care  
Semester 1 Test

### **Child Care and Education 3: Semester 2**

Child Self Esteem  
Childhood Anger and Anger Management  
Conflict Management for Children  
Guidance and Discipline  
Multiculturalism  
Post-Traumatic Stress Disorder  
Praise and Rewards  
Special Care: Inclusion  
Stranger and Separation Anxiety  
Stress in Young Children  
Teaching Tolerance  
Ethics and Ethical Behavior  
Semester 2 Test

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## **CHILD CARE AND EDUCATION 4**

### **DESCRIPTION:**

This course discusses children's physical and intellectual development, and describes proven practices used by child care professionals to assist and document mental and physical growth. It also describes basic tasks and activities accomplished by child care professionals. This course is presented in two semesters.

Semester 1 describes how to use traditional school subjects such as math, science, music, and the arts, as well as physical activities to enhance childhood development. It also discusses how to use computers, the Internet, and other information technology in early childhood education.

Semester 2 discusses procedures and techniques for assessing and documenting development and for managing children's behaviors. It also describes various learning styles, child temperaments, and methods for dealing with challenging behaviors.

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Child Care and Education 3

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**Child Care and Education 4: Semester 1**

Discovery of Math  
Early Literacy  
Equipment, Activities and Methods for Promoting Physical Activity  
Experiencing Music in the Classroom  
Methods for Enhancing Intellectual Development in Children  
Physical Activity  
Physical Activity for Children with Disabilities  
Teaching Science to Young Children  
Using the Arts as a Teaching Tool  
Using Visual Arts to Enhance Development  
Computer Technology in Early Childhood Education  
Finding and Using Resources on the Internet  
Introduction to Computer Technology  
Semester 1 Test

**Child Care and Education 4: Semester 2**

Assessing Childhood Development  
Assessing Children's Physical Development  
Behavior Management for School-Age Children  
Behavior Management for Young Children  
Bullying: Identification and Prevention  
Children's Temperaments  
Documenting Children's Behaviors  
Learning Styles  
Positive Solutions for Challenging Behaviors  
Recognizing Levels of Social Play  
Using Portfolios in Early Childhood Programs  
Semester 2 Test

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## **CERTIFIED PROTECTION OFFICER 1**

### **DESCRIPTION:**

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

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

Semester 2 defines types of security and patrol; discusses relations with police, the public, and labor organizations; and describes procedures for crowd and traffic control. It presents techniques for improving memory and observation skills, taking effective notes, and writing satisfactory reports. It also provides context for and builds on information introduced in Semester 1.

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

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**Certified Protection Officer 1: Semester 1**

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

**Certified Protection Officer 1: Semester 2**

Types of Security  
Protection of People  
Basic Professionalism and Ethics  
Basic Public Relations  
Labor Relations  
Relations with Police  
Memory and Observation Skills  
Taking Notes  
Techniques for Writing Reports  
Understanding Techniques  
Types of Patrol  
Factors of Patrol  
Protection Officers and Traffic Control  
Protective Clothing  
Methods of Controlling Traffic  
Construction Traffic and Flagpersons  
Parking  
Crowd Control  
End of Semester Exam

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## **CERTIFIED PROTECTION OFFICER 2**

### **DESCRIPTION:**

This course will prepare online students to employ the skills needed for controlling access and handling evidence, as well as basic safety requirements. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 describes techniques and procedures for controlling access to an area of interest and how to gather, protect, and present evidence, including witness testimony. It also discusses basic safety requirements with an emphasis on fire safety and advanced first aid procedures.

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Certified Protection Officer 1

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### **Certified Protection Officer 2: Semester 1**

- Evidence
- Preserving Evidence
- Witnesses
- Providing Testimony
- Perimeter, Area, and Point Protection Systems
- Techniques for Controlling Access and Egress
- Badges, Digital Controls, and Barriers
- Security of Information
- General Safety
- Occupational Safety and Health Administration
- Fire Safety
- Basic Fire Prevention, Detection, and Suppression
- Fire Classes and Extinguishers
- Officer Responsibilities in Case of Fire
- Emergency Measures Plan
- Advanced First Aid
- End of Semester Exam

### **Certified Protection Officer 2: Semester 2**

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

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### **CERTIFIED PROTECTION OFFICER 3**

**DESCRIPTION:**

This course discusses the historical evolution of modern protective services. It also defines techniques and procedures for accomplishing many basic protection officer tasks. This course is presented in two semesters.

Semester 1 discusses assessing performance, rewarding and correcting professional behavior, and building trust. It also examines the concepts, theories, and evolution of asset protection; the role of a security officer; and career planning.

Semester 2 discusses effective communications, security awareness, and central alarm stations dispatch operations, automation in protection operations, patrol principles, traffic control, crowd management and special event planning, environmental crime control, physical security concepts and applications, alarm system fundamentals, access control, and detection technology.

**CREDITS:**

1 Credit

**PREREQUISITES:**

Certified Protection Officer 2

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**Certified Protection Officer 3: Semester 1**

Concepts and Theories of Asset Protection  
The Evolution of Asset Protection and Security  
Role of the Professional Protection Officer  
The Protection Officer as a Leader  
Career Planning for Protection Professionals  
End of Semester Exam

**Certified Protection Officer 3: Semester 2**

Effective Communications  
Security Awareness  
Central Alarm Stations and Dispatch Operations  
Automation in Protection Operations  
Patrol Principles  
Traffic Control  
Crowd Management and Special Event Planning  
Environmental Crime Control  
Physical Security Concepts and Applications  
Alarm System Fundamentals  
Access Control  
Detection Technology  
End of Semester Exam

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## **CERTIFIED PROTECTION OFFICER 4**

### **DESCRIPTION:**

This course describes many situations and tasks encountered by those working in the security industry. It also discusses appropriate procedures and techniques for many actions required to be taken by certified protection officers. This course is presented in two semesters.

Semester 1 discusses fire prevention, detection and response; occupational safety and health; an all hazards approach to hazardous materials; information security and counterintelligence; workplace crime and deviance; substance abuse; workplace violence; crisis intervention; strikes, lockouts, and labor relations; security risk management; emergency planning; terrorism; and antiterrorism and VIP protection.

Semester 2 discusses investigation: concepts and practices for security professionals; crime and incident scene procedures; interviewing and statements; foundations for surveillance; report writing and field notes; legal aspects of security; use of force; defensive tactics and officer safety; industrial hazards, safety, and the security patrol officer; human relations in a global environment; public relations; community relations: making the strategy come alive; networking and the liaison function; and ethics and professionalism.

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Certified Protection Officer 3

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**Certified Protection Officer 4: Semester 1**

Fire Prevention, Detection, and Response  
Occupational Safety and Health and the Protection Officer  
An All Hazards Approach to Hazardous Materials  
Information Security and Counterintelligence  
Workplace Crime and Deviance  
Substance Abuse  
Workplace Violence  
Crisis Intervention  
Strikes, Lockouts, and Labor Relations  
Security Risk Management  
Emergency Planning  
Terrorism  
Antiterrorism and VIP Protection  
End of Semester Exam

**Certified Protection Officer 4: Semester 2**

Investigation: Concepts and Practices for Security Professionals  
Crime and Incident Scene Procedures  
Interviewing and Statements  
Foundations for Surveillance  
Report Writing and Field Notes  
Legal Aspects of Security  
Use of Force  
Defensive Tactics and Officer Safety  
Industrial Hazards, Safety, and the Security Patrol Officer  
Apprehension and Detention Procedures  
Human Relations in a Global Environment  
Public Relations  
Community Relations: Making the Strategy Come Alive  
Networking and the Liaison Function  
Ethics and Professionalism  
End of Semester Exam

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## **HOMELAND SECURITY 1**

**DESCRIPTION:**

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

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

Semester 2 defines types of security and patrol; discusses relations with police, the public, and labor organizations; and describes procedures for crowd and traffic control. It presents techniques for improving memory and observation skills, taking effective notes, and writing satisfactory reports. It also provides context for and builds on information introduced in Semester 1.

**CREDITS:**

1 Credit

**PREREQUISITES:**

There are no prerequisites for this course.

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### **Homeland Security 1: Semester 1**

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

### **Homeland Security 1: Semester 2**

Types of Security  
Protection of People  
Basic Professionalism and Ethics  
Basic Public Relations  
Labor Relations  
Relations with Police  
Memory and Observation Skills  
Taking Notes  
Techniques for Writing Reports  
Understanding Techniques  
Types of Patrol  
Factors of Patrol  
Protection Officers and Traffic Control  
Protective Clothing  
Methods of Controlling Traffic  
Construction Traffic and Flagpersons  
Parking  
Crowd Control  
End of Semester Exam

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## HOMELAND SECURITY 2

**DESCRIPTION:**

This course will prepare online students to employ the skills needed for controlling access and handling evidence, as well as basic safety requirements. It will also provide techniques to manage stress and control emotions. The course is presented in two semesters.

Semester 1 describes techniques and procedures for controlling access to an area of interest and how to gather, protect, and present evidence, including witness testimony. It also discusses basic safety requirements with an emphasis on fire safety and advanced first aid procedures.

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

**CREDITS:**

1 Credit

**PREREQUISITES:**

Homeland Security 1

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## **Homeland Security 2: Semester 1**

- Evidence
- Preserving Evidence
- Witnesses
- Providing Testimony
- Perimeter, Area, and Point Protection Systems
- Techniques for Controlling Access and Egress
- Badges, Digital Controls, and Barriers
- Security of Information
- General Safety
- Occupational Safety and Health Administration
- Fire Safety
- Basic Fire Prevention, Detection, and Suppression
- Fire Classes and Extinguishers
- Officer Responsibilities in Case of Fire
- Emergency Measures Plan
- Advanced First Aid
- End of Semester Exam

## **Homeland Security 2: Semester 2**

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

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### **HOMELAND SECURITY 3**

**DESCRIPTION:**

This course discusses evolution of international and domestic threats to homeland security. It also describes effects of nuclear, chemical, and biological, and chemical weapons and appropriate security personnel activities and actions. This course is presented in two semesters.

Semester 1 details existing and emerging terrorist threats to homeland security. It also describes characteristics and effects of various biological and chemical weapons.

Semester 2 defines effects of radiation, describes terrorists' use of weapons of mass destruction (WMD) and details preparation and response procedures for potential and actual WMD incidents. It discusses bomb types, composition, and functionality, describes bomber goals and motivations, and details bomb threat evaluation and management procedures. It also identifies domestic terrorist groups and describes their motivations, theories, tactics, and goals, and discusses how protection officers can best manage a crisis situation.

**CREDITS:**

1 Credit

**PREREQUISITES:**

Homeland Security 2

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### **Homeland Security 3: Semester 1**

- Emerging Threats
- Terrorism Defined
- Techniques and Tactics
- Types of Terrorists
- Introduction to Recent History of Terrorism
- Overview of Weapons of Mass Destruction (WMDs)
- The Protection Officer: Basic Guidelines
- Introduction to Biological Weapons
- Potential Biological Weapons
- Biological Attack: Detection and Defense
- Security and Risk Analysis
- Chemical Weapons and Protection Protocols
- Nerve Agents
- Choking and Blood Agents
- Blister Agents
- Incapacitating Agents
- End of Semester Exam

### **Homeland Security 3: Semester 2**

- Radiation
- Response to a WMD Event
- Nature of the Threat
- Recent History of Terrorism
- Why Bombs?
- Explosives
- Explosive Trains
- Bomb Threats
- Evaluating the Threat
- The Search
- Domestic Weapons of Mass Destruction
- Domestic Terrorist Groups
- Domestic Terrorists' Techniques and Goals
- Domestic Bioterrorism
- Introduction to Crisis Management
- Dynamics of a Disaster
- Bomb Incidents
- Psychological First Aid
- Working with the Media
- End of Semester Exam

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## **HOMELAND SECURITY 4**

### **DESCRIPTION:**

This course discusses several subjects relevant to employment as a homeland security professional. These include hazardous materials, types of security and their components, and proven methods for planning and conducting security operations. This course is presented in two semesters.

Semester 1 discusses hazardous materials, including warning signage, labels and placards, Material Safety Data Sheets (MSDSs), and personal protective equipment (PPE). It also describes various types of security and protection systems as well as methods and technologies that enhance access control.

Semester 2 discusses proven procedures, equipment, and techniques for planning and conducting security operations and responding to security incidents. It also describes a variety of risks to key individuals and the general population.

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Homeland Security 3

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## Homeland Security 4: Semester 1

Introduction to Hazardous Materials (HAZMAT)  
Placards and Labels  
Material Safety Data Sheets  
Personal Protective Equipment (PPE)  
Control, Contain, and Confine  
Decontamination and Termination  
Introduction Physical Security  
Security Survey  
Perimeter Security  
Walls, Windows, and Doors  
Key and Lock Control  
Security Containers  
Types of Lighting  
Lighting Concepts and Terminology  
Evaluations and Recommendations  
Interior Lighting  
Factors and Requirements  
Access Control  
Systems Overview  
Electronic Access Technologies  
Access Control Challenges  
Manual Access Control  
Security Systems and the Operator  
Interior Protection  
Boundary Protection  
Volumetric Protection  
Exterior Protection  
End of Semester Exam

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## Homeland Security 4: Semester 2

Operation Basics  
Surveillance Cameras and Lenses  
Recording Devices and Videotape  
Monitors and Digital CCTV  
Transmission Methods  
Infrared Lighting  
Role of Security During Public Events  
Command and Control  
Communication Considerations  
Types of Security Personnel  
Control Operations  
Overview of Safety Measures  
Command Operations  
Special Assignments  
Briefings and Debriefing  
Contingencies  
Introduction to Planning  
Initial Planning  
Crowd Management  
Crowd Dynamics  
Traffic Management  
Security Manpower  
Incident Command System  
Medical Planning  
The Potential for Terrorism  
Weapons of Mass Destruction  
Response to a Terrorist Incident  
End of Semester Exam

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## **COMMERCIAL DRIVING1**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

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### **Commercial Driving 1: Semester 1**

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

### **Commercial Driving 1: Semester 2**

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

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## **COMMERCIAL DRIVING 2**

**DESCRIPTION:**

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

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

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

**CREDITS:**

1 Credit

**PREREQUISITES:**

Commercial Driving 1

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## **Commercial Driving 2: Semester 1**

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

## **Commercial Driving 2: Semester 2**

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

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### COMMERCIAL DRIVING 3

**DESCRIPTION:**

This course addresses personal management, life, and career skills. The course discusses how to effectively balance life and work, manage time, and work with other people. The course is presented in two semesters.

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

Semester 2 focuses on managing time and working with others. Topics include time management, personal productivity, tolerance and respect, and giving and receiving feedback.

**CREDITS:**

1 Credit

**PREREQUISITES:**

Commercial Driving 2

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### **Commercial Driving 3: Semester 1**

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

### **Commercial Driving 3: Semester 2**

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

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## COMMERCIAL DRIVING 4

**DESCRIPTION:**

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

Semester 1 presents appropriate first-aid techniques for several traumas and medical emergencies as well as health-related considerations for exposure to bloodborne pathogens. It also discusses the safe operation of vehicles, including adverse driving conditions.

Semester 2 describes defensive driving techniques. It discusses safety measures, proper use of various types of traffic lanes, proper turning and parking techniques, and road awareness. It also defines “road rage” and discusses its causes and effects.

**CREDITS:**

1 Credit

**PREREQUISITES:**

Commercial Driving 3

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### **Commercial Driving 4: Semester 1**

- First Aid
- First Aid: Guidelines and Precautions
- First Aid: Physical Injuries and Emergencies
- First Aid: Physiological Incidents and Emergencies
- Bloodborne Pathogens
- Medical Emergency Awareness
- HIV/AIDS Awareness
- Pretrip Air Brake Inspection
- Knowing Your Route
- Vehicle Operation
- Blind Spots/Danger Zones and Mirrors
- Backing and Turnabout Maneuvers
- Inclement Weather and Adverse Conditions
- End of Semester Exam

### **Commercial Driving 4: Semester 2**

- Driving
- On the Road
- Road Awareness
- Safety
- Sharing the Road
- Traffic Lanes
- Turning
- The Threat of Road Rage
- End of Semester Exam

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## **OFFICE MANAGEMENT 1**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

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**Office Management 1: Semester 1**

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

**Office Management 1: Semester 2**

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

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## **OFFICE MANAGEMENT 2**

**DESCRIPTION:**

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

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

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

**CREDITS:**

1 Credit

**PREREQUISITES:**

Office Management 1

[Home](#)

## **Office Management 2: Semester 1**

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

## **Office Management 2: Semester 2**

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

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### **OFFICE MANAGEMENT 3**

**DESCRIPTION:**

This course addresses personal management, life, and career skills. The course discusses how to effectively balance life and work, manage time, and work with other people. The course is presented in two semesters.

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

Semester 2 focuses on managing time and working with others. Topics include time management, personal productivity, tolerance and respect, and giving and receiving feedback.

**CREDITS:**

1 Credit

**PREREQUISITES:**

Office Management 2

[Home](#)

### **Office Management 3: Semester 1**

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

### **Office Management 3: Semester 2**

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

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## **OFFICE MANAGEMENT 4**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Office Management 3

[Home](#)

### **Office Management 4: Semester 1**

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

### **Office Management 4 Semester 2**

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

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## **GENERAL CAREER PREPARATION 1**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

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**General Career Preparation 1: Semester 1**

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

**General Career Preparation 1: Semester 2**

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

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## **GENERAL CAREER PREPARATION 2**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

General Career Preparation 1

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## **General Career Preparation 2: Semester 1**

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

## **General Career Preparation 2: Semester 2**

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

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### **GENERAL CAREER PREPARATION 3**

**DESCRIPTION:**

This course addresses personal management, life, and career skills. The course discusses how to effectively balance life and work, manage time, and work with other people. The course is presented in two semesters.

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

Semester 2 focuses on managing time and working with others. Topics include time management, personal productivity, tolerance and respect, and giving and receiving feedback.

**CREDITS:**

1 Credit

**PREREQUISITES:**

General Career Preparation 2

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**General Career Preparation 3: Semester 1**

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

**General Career Preparation 3: Semester 2**

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

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## GENERAL CAREER PREPARATION 4

**DESCRIPTION:**

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

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

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

**CREDITS:**

1 Credit

**PREREQUISITES:**

General Career Preparation 3

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### **General Career Preparation 4: Semester 1**

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

### **General Career Preparation 4: Semester 2**

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

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## **RETAIL CUSTOMER SERVICE 1**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

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**Retail Customer Service 1: Semester 1**

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

**Retail Customer Service 1: Semester 2**

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

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## **RETAIL CUSTOMER SERVICE 2**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Retail Customer Service 1

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**Retail Customer Service 2: Semester 1**

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

**Retail Customer Service 2: Semester 2**

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

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### **RETAIL CUSTOMER SERVICE 3**

**DESCRIPTION:**

This course addresses personal management, life, and career skills. The course discusses how to effectively balance life and work, manage time, and work with other people. The course is presented in two semesters.

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

Semester 2 focuses on managing time and working with others. Topics include time management, personal productivity, tolerance and respect, and giving and receiving feedback.

**CREDITS:**

1 Credit

**PREREQUISITES:**

Retail Customer Service 2

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### **Retail Customer Service 3: Semester 1**

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

### **Retail Customer Service 3: Semester 2**

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

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## **RETAIL CUSTOMER SERVICE 4**

**DESCRIPTION:**

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

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

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

**CREDITS:**

1 Credit

**PREREQUISITES:**

Retail Customer Service 3

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### **Retail Customer Service 4: Semester 1**

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

### **Retail Customer Service 4: Semester 2**

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

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## **FOOD AND HOSPITALITY 1**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

There are no prerequisites for this course.

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### **Food and Hospitality 1: Semester 1**

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

### **Food and Hospitality 1: Semester 2**

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

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## **FOOD AND HOSPITALITY 2**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Food and Hospitality 1

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## **Food and Hospitality 2: Semester 1**

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

## **Food and Hospitality 2: Semester 2**

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

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### **FOOD AND HOSPITALITY 3**

**DESCRIPTION:**

This course addresses personal management, life, and career skills. The course discusses how to effectively balance life and work, manage time, and work with other people. The course is presented in two semesters.

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

Semester 2 focuses on managing time and working with others. Topics include time management, personal productivity, tolerance and respect, and giving and receiving feedback.

**CREDITS:**

1 Credit

**PREREQUISITES:**

Food and Hospitality 2

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### **Food and Hospitality 3: Semester 1**

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

### **Food and Hospitality 3: Semester 2**

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

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## **FOOD AND HOSPITALITY 4**

### **DESCRIPTION:**

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

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

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

### **CREDITS:**

1 Credit

### **PREREQUISITES:**

Food and Hospitality 3

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#### **Food and Hospitality 4: Semester 1**

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

#### **Food and Hospitality 4: Semester 2**

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

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