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.

Home
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

Home
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 (CCSSI) standards, Florida Sunshine State Standards, and the Texas Essential Knowledge and Skills Standards.

Home
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

Home
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.
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

Home
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 (CCSSI) standards, Florida Sunshine State Standards, the Texas Essential Knowledge and Skills Standards.

Home
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

Home
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.
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

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

Home
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.

Home
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
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.

Home
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

Home
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.
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

Home
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.

Home
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

Home
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.
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

Home
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 21st century. Specific topics included are reform, revolution, and social change; causes and effects of World War I, peace and stability, causes and effects of World War II, post-war recovery, the Cold War, economic interdependence, and social movements.

CREDITS:
1 Credit

PREREQUISITES:
There are no prerequisites for this course.

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

Home
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

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

Home
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.

Home
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

Home
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.
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

Home
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.

Home
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
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.

Home
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

Home
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

Home
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

Home
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

Home
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
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

Home
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

Home
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.

Home
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

Home
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

Home
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
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

Home
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

Home
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
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

- 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

Home
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.
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

Home
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

Home
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

Home
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

Home
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

Home
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
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

Home
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

Home
COMMERCIAL DRIVING

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.

Home
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
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
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

Home
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

Home
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
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
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

Home
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.
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
Conflicts 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

Home
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

Home
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
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 as 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

Home
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.

Home
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

Home
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

Home
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

Home
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

Home
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

Home
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

Home
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

Home
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.
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

Home
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
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
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
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
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
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

Home
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.
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
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

Home
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
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
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

Home
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
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

Home