Version 3.6

BAYAAN ACADEMY HIGH SCHOOL
Elective Courses Outline

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PHYSICAL EDUCATION (1/2 credit)

Physical Education combines the best of online instruction with actual student participation in weekly cardiovascular, aerobic, and muscle toning activities. The course promotes a keen understanding of the value of physical fitness and aims to motivate students to participate in physical activities throughout their lives. Physical Education is aligned to national and state standards and the Presidential Council on Physical Fitness and Sports.

UNIT 1: P.E. DESIGNED FOR ME

UNIT 2: IS MY BODY GOOD TO GO?

UNIT 3: GREAT FOR THE HEART

UNIT 4: FITNESS ADVENTURE

HEALTH (1/2 Credit)

Health is a valuable, skills-based health education course designed for general education in grades 9 through 12. Health helps students develop knowledge, attitudes, and essential skills in a variety of health-related subjects, including mental and emotional health, social health, nutrition, physical fitness, substance use and abuse, disease prevention and treatment, and injury prevention and safety. This course is built to the National Health Standards (SHAPE) and is aligned to state standards.

UNIT 1: MENTAL AND EMOTIONAL HEALTH

UNIT 2: FITNESS AND NUTRITION

UNIT 3: DRUGS

UNIT 4: DISEASE

UNIT 5: INJURIES

PSYCHOLOGY (1/2 Credit)

Psychology provides a solid overview of the field's major domains: methods, biopsychology, cognitive and developmental psychology, and variations in individual and group behavior.

UNIT 1: PSYCHOLOGY AS A SCIENCE

UNIT 2: THE BRAIN AND THE BODY

UNIT 3: THINKING, FEELING, AND CONSCIOUSNESS

UNIT 4: DEVELOPING THROUGHOUT LIFE

UNIT 5: SOCIAL PSYCHOLOGY

UNIT 6: DISORDERS AND WELLNESS

SOCIOLOGY (1/2 Credit)

Sociology examines why people think and behave as they do in relationships, groups, institutions, and societies. This course is built to the National Council for the Social Studies (NCSS) Expectations of Excellence: Curriculum Standards for Social Studies

UNIT 1: WHAT IS SOCIOLOGY?

UNIT 2: WHAT IS SOCIETY?

UNIT 3: WHAT IS SOCIAL INEQUALITY?

UNIT 4: WHAT ARE SOCIAL INSTITUTIONS?

UNIT 5: WHAT IS SOCIAL CHANGE?

MULTICULTURAL STUDIES (1/2 Credit)

Multicultural Studies is a one-semester elective history and sociology course that examines the United States as a multicultural nation. The course emphasizes the perspectives of minority groups while allowing students from all backgrounds to better understand and appreciate how race, culture and ethnicity, and identity contribute to their experiences. This course is built to the National Council for the Social Studies (NCSS) Expectations of Excellence: Curriculum Standards for Social Studies as well as the National Standards for History published by the National Center for History in Schools (NCHS).

UNIT 1: IDENTITY

UNIT 2: CULTURE IN A MULTICULTURAL SOCIETY

UNIT 3: RACE AND IDENTITY

UNIT 4: THE MEDIA, RACE, AND IDENTITY

UNIT 5: UNDERSTANDING AND ADDRESSING RACISM IN THE UNITED STATES

COLLEGE AND CAREER PREPARATION I (1/2 Credit)

High school students have many questions about the college application process, what it takes to be a successful college student, and how to begin thinking about the career

UNIT 1: PREPARE FOR COLLEGE IN HIGH SCHOOL

UNIT 2: COLLEGE KNOWLEDGE

UNIT 3: TESTING AND ASSESSMENTS

UNIT 4: FINANCIAL AID

UNIT 5: CAREER OPPORTUNITIES

UNIT 6: COLLEGE AND CAREER PREPARATION

COLLEGE AND CAREER PREPARATION II (1/2 Credit)

College and Career Preparation II builds on the lessons and skills in College and Career Preparation I. The course provides a step-by-step guide to choosing a college. It walks students through the process of filling out an application, including opportunities to practice, and takes an in-depth look at the various college-admission tests and assessments, as well as financial aid option. It also instructs students in interviewing techniques and provides career guidance. Students explore valuable opportunities such as job shadowing and internships when preparing for a career.

UNIT 1: PREPARING FOR COLLEGE

UNIT 2: COLLEGE KNOWLEDGE

UNIT 3: TESTING AND ASSESSMENTS

UNIT 4: FINANCIAL AID

UNIT 5: CAREERS

UNIT 6: WRAP-UP

INFORMATION TECHNOLOGY APPLICATIONS (1/2 Credit)

Information Technology Applications prepares students to work in the field of Information Technology. Students will be able to demonstrate digital literacy through basic study of computer hardware, operating systems, networking, the Internet, web publishing, spreadsheets and database software. Through a series of hand-on activities, students will learn what to expect in the field of Information Technology and begin exploring career options in the field.

UNIT 1: INFORMATION TECHNOLOGY

UNIT 2: COMPUTER HARDWARE AND SOFTWARE

UNIT 3: SPREADSHEETS AND DATABASES

UNIT 4: INFORMATION SYSTEMS AND NETWORKING

UNIT 5: EXPLORING THE WEB

UNIT 6: INFORMATION TECHNOLOGY APPLICATIONS

COMPUTER APPLICATIONS (1/2 Credit)

Computer Applications provides an introduction to software applications that prepare students to succeed in the workplace and beyond. Students will develop an understanding of professional communications and leadership skills while gaining proficiency with word processing, email, and presentation management software. Students will also be able to demonstrate digital literacy through basic study web publishing and design, spreadsheets and database software.

UNIT 1: UNDERSTANDING BUSINESS CAREERS

UNIT 2: COMMUNICATING THROUGH LETTERS AND EMAIL

UNIT 3: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

UNIT 4: COMMUNICATING THROUGH PRESENTATIONS

UNIT 5: INFORMATION TECHNOLOGY

UNIT 6: SPREADSHEETS AND DATABASES

UNIT 7: EXPLORING THE WEB

UNIT 8: COMPUTER APPLICATIONS

SPANISH I (1/2 Credit)

Spanish I teaches students to greet people, describe family and friends, talk about hobbies, and communicate about other topics, such as home life,occupations, travel, and medicine. The material in this course is presented at a moderate pace. This course is built to the American Council on the Teaching of Foreign Languages (ACTFL) standards.

- UNIT 1: ON THE ROAD TO LEARNING SPANISH

- UNIT 2: HOW YOU FEEL AND WHERE YOU ARE

- UNIT 3: COLORS, CLOTHING, CULTURE, AND THE CULINARY ARTS

- UNIT 4: SPANISH I EXAM-1

- UNIT 5: WORKING OUT, PLAYING HARD

- UNIT 6: DECIR, DEBER, AND THE BODY

- UNIT 7: SEEING THE WORLD THROUGH NEW EYES

- UNIT 8: SPANISH I EXAM-2

SPANISH II (1/2 Credit)

Building on Spanish I concepts, Spanish II students learn to communicate more confidently about themselves, as well as about topics beyond their own lives – both in formal and informal situations. Each lesson presents vocabulary, grammar, and culture in context, followed by explanations and exercises.

- UNIT 1: MEDIA AND ENTERTAINMENT

- UNIT 2: GETTING OUT AND STAYING IN

- UNIT 3: WHO, WHAT, WHEN, WHERE, AND WHY

- UNIT 4: SPANISH II SEMESTER 1 REVIEW AND EXAM

- UNIT 5: OH, THE PLACES YOU'VE BEEN

- UNIT 6: EAT, DRINK, AND BE ORDERED AROUND

- UNIT 7: UNIT VOCABULARY

- UNIT 8: SPANISH II EXAM

FRENCH I (1/2 Credit)

French I teaches students to greet people, describe family and friends, talk about hobbies, and communicate about other topics, such as sports, travel, and medicine. The material in this course is presented at a moderate pace. This course is built to the American Council on the Teaching of Foreign Languages (ACTFL) standards.

- UNIT 1: WELCOME TO FRENCH I

- UNIT 2: YOU AND THE THINGS YOU DO

- UNIT 3: EATING AND SHOPPING

- UNIT 4: FRENCH EXAM-1

- UNIT 5: SOME OF THE FINER THINGS

- UNIT 6: TRAVELING AND TRANSPORTATION

- UNIT 7: THE REAL WORLD

- UNIT 8: FRENCH EXAM-2

FRENCH II (1/2 Credit)

French II teaches students to communicate more confidently about themselves, as well as about topics beyond their own lives – both in the formal and informal address. Each lesson presents vocabulary, grammar, and culture in context, followed by explanations and exercises The material in this course is presented at a moderate pace. This course is built to the American Council on the Teaching of Foreign Languages (ACTFL) standards.

- UNIT 1: POPULAR AND FINE CULTURE

- UNIT 2: THE PLACE WHERE WE BELONG

- UNIT 3: HOME AND FAMILY

- UNIT 4: LA VIE QUOTIDIENNE EN FRANCE

- UNIT 5: PARTIES, FOOD, TRAVEL, AND BUSINESS

- UNIT 6: FRENCH II REVIEW AND EXAM

ART APPRECIATION (1/2 Credit)

Art Appreciation is a survey of the history of Western visual arts, with a primary focus on painting. Students begin with an introduction to the basic principles of painting and learn how to critique and compare works of art. Students then explore prehistoric and early Greek and Roman art before they move on to the Middle Ages. Emphasis is placed on the Renaissance and the principles and masters that emerged in Italy and northern Europe. Students continue their art tour with the United States during the 20th century, a time of great innovation as abstract art took center stage. While Western art is the course's primary focus, students will finish the course by studying artistic traditions from Africa, Asia, Oceania, and the Americas.

Coverage of each artistic movement highlights historical context and introduces students to key artists that represent a variety of geographic locations. Throughout the course, students apply what they have learned about art critique to analyze and evaluate both individual artists and individual works of art.

This course is built to state standards and informed by the Consortium of National Arts Education Associations standards. It encompasses a variety of skills to enable students to critique, compare, and perhaps influence their own works of art

UNIT 1: INTRODUCTION TO PAINTING

UNIT 2: PREHISTORIC TO LATE MIDDLE AGES

UNIT 3: THE RENAISSANCE

UNIT 4: BAROQUE AND ROCOCO

UNIT 5: MODERNITY IN THE 19TH AND 20TH CENTURIES

UNIT 6: BEYOND WESTERN INFLUENCE

CREATIVE WRITING (1/2 Credit)

Creative Writing is an English elective course that focuses on the exploration of short fiction and poetry, culminating in a written portfolio that includes one revised short story and three to five polished poems. Students draft, revise, and polish fiction and poetry through writing exercises, developing familiarity with literary terms and facility with the writing process as they study elements of creative writing.

Elements of fiction writing explored in this course include attention to specific detail, observation, character development, setting, plot, and point of view. In the poetry units, students learn about the use of sensory details and imagery, figurative language, and sound devices including rhyme, rhythm and alliteration. They also explore poetic forms ranging from found poems and slam poetry to traditional sonnets and villanelles.

In addition to applying literary craft elements in guided creative writing exercises, students engage in critical reading activities designed to emphasize the writing craft of a diverse group of authors. Students study short stories by authors such as Bharati Mukherjee and Edgar Allan Poe, learning how to create believable characters and develop setting and plot. Likewise, students read poetry by canonical greats such as W. B. Yeats and Emily Dickinson as well as contemporary writers such as Pablo Neruda, Sherman Alexie, and Alice Notley. Studying the writing technique of a range of authors provides students with models and inspiration as they develop their own voices and refine their understanding of the literary craft.

By taking a Creative Writing course, students find new approaches to reading and writing that can affect them on a personal level, as the skills they gain in each lesson directly benefit their own creative goals. Students who are already actively engaged writers and readers learn additional tools and insight into the craft of writing to help them further hone their skills and encourage their creative as well as academic growth.

This course is built to state standards and informed by the National Council of Teachers of English (NCTE) standards.

UNIT 1: INTRODUCTION TO CREATIVE WRITING AND FICTION, PART 1

UNIT 2: FICTION, PART 2

UNIT 3: FICTION, PART 3

UNIT 4: POETRY, PART 1

UNIT 5: POETRY, PART 2

UNIT 6: POETRY, PART 3 AND REVISION

MEDIA LITERACY (1/2 Credit)

Media Literacy teaches students how to build the critical thinking, writing, and reading skills required in a media-rich and increasingly techno-centric world. In a world saturated with media messages, digital environments, and social networking, concepts of literacy must expand to include all forms of media. Today's students need to be able to read, comprehend, analyze, and respond to non-traditional media with the same skill level they engage with traditional print sources.

A major topic in Media Literacy is non-traditional media reading skills, including how to approach, analyze, and respond to advertisements, blogs, websites, social media, news media, and wikis. Students also engage in a variety of writing activities in non-traditional media genres, such as blogging and podcast scripting.

Students consider their own positions as consumers of media and explore ways to use non-traditional media to become more active and thoughtful citizens. Students learn how to ask critical questions about the intended audience and underlying purpose of media messages, and study factors which can contribute to bias and affect credibility.

This course is built to state standards and informed by The National Association for Media Literacy Education's Core Principles of Media Literacy Education.

UNIT 1: WHAT IS A NETWORKED WORLD?

UNIT 2: HOW DO YOU READ IN A NETWORKED WORLD?

UNIT 3: WHO ARE YOU IN A NETWORKED WORLD?

UNIT 4: WHAT DO YOU CREATE IN A NETWORKED WORLD? PART 1

UNIT 5: WHAT DO YOU CREATE IN A NETWORKED WORLD? PART 2

READING SKILLS AND STRATEGIES

Reading Skills and Strategies is a course is designed to help the struggling reader develop mastery in the areas of reading comprehension, vocabulary building, study skills, and media literacy, which are the course's primary content strands. Using these strands, the course guides the student through the skills necessary to be successful in the academic world and beyond. The reading comprehension strand focuses on introducing the student to the varied purposes of reading (e.g., for entertainment, for information, to complete a task, or to analyze). In the vocabulary strand, the student learns specific strategies for understanding and remembering new vocabulary. In the study skills strand, the student learns effective study and test-taking strategies. In the media literacy strand, the student learns to recognize and evaluate persuasive techniques, purposes, design choices, and effects of media. The course encourages personal enjoyment in reading with 10 interviews featuring the book choices and reading adventures of students and members of the community.

This course is built to state standards and informed by the National Council of Teachers of English (NCTE) standards.

UNIT 1: INTRODUCTION TO READING STRATEGIES

UNIT 2: INTRODUCTION TO READING PROCESSES

UNIT 3: READING FOR ENTERTAINMENT: FICTION

UNIT 4: READING FOR INFORMATION: MAGAZINE ARTICLES

UNIT 5: READING FOR INFORMATION: NEWSPAPERS

UNIT 6: READING FOR INFORMATION: ESSAYS

UNIT 7: READING TO COMPLETE A TASK: SCHOOL TEXTS

UNIT 8: READING TO COMPLETE A TASK: FUNCTIONAL DOCUMENTS

UNIT 9: READING TO ANALYZE LITERATURE: POETRY

UNIT 10: READING TO ANALYZE LITERATURE: PROSE

WRITING SKILLS AND STRATEGIES

Writing Skills and Strategies develops key language arts skills necessary for high school graduation and success on high stakes exams through a semester of interactive instruction and guided practice in composition fundamentals. The course is divided into ten mini-units of study. The first two are designed to build early success and confidence, orienting students to the writing process and to sentence and paragraph essentials through a series of low-stress, high-interest hook activities. In subsequent units, students review, practice, compose and submit one piece of writing. Four key learning strands are integrated throughout: composition practice, grammar skill building, diction and style awareness, and media and technology exploration. Guided studies emphasize the structure of essential forms of writing encountered in school, in life, and in the workplace. Practice in these forms is scaffolded to accommodate learners at different skill levels.

This course is built to state standards and informed by the National Council of Teachers of English (NCTE) standards.

UNIT 1: INTRODUCTION TO WRITING STRATEGIES

UNIT 2: THE BUILDING BLOCKS OF COMPOSITION

UNIT 3: PARAGRAPHS: EXAMPLE AND ILLUSTRATION

UNIT 4: PARAGRAPHS: PROCESS AND CAUSE-AND-EFFECT

UNIT 5: PARAGRAPHS: DESCRIPTION AND CLASSIFICATION/DIVISION

UNIT 6: ESSAYS: PERSONAL WRITING

UNIT 7: ESSAYS: COMPARE-AND-CONTRAST

UNIT 8: ESSAYS: PERSUASIVE WRITING

UNIT 9: ESSAYS: WRITING ABOUT LITERATURE

UNIT 10: WRITING IN THE WORKPLACE

FINANCIAL LITERACY (1/2 Credit)

Financial Literacy helps students recognize and develop vital skills that connect life and career goals with personalized strategies and milestone-based action plans. Students explore concepts and work toward a mastery of personal finance skills, deepening their understanding of key ideas and extending their knowledge through a variety of problem-solving applications.

Course topics include career planning; income, taxation, and budgeting; savings accounts, checking accounts, and electronic banking; interest, investments, and stocks; cash, debit, credit, and credit scores; insurance; and consumer advice on how to buy, rent, or lease a car or house.

These topics are solidly supported by writing and discussion activities. Journal activities provide opportunities for students to both apply concepts on a personal scale and analyze scenarios from a third-party perspective. Discussions help students' network with one another by sharing personal strategies and goals and recognizing the diversity of life and career plans within a group.

This course is built to state standards as they apply to Financial Literacy and adheres to the National Council of Teachers of Mathematics' (NCTM) Problem Solving, Communication, Reasoning, and Mathematical Connections Process standards.

UNIT 1: GOALS AND CAREER PLANNING

UNIT 2: INCOME AND BUDGETING

UNIT 3: BANKING

UNIT 4: SAVINGS AND INVESTMENT

UNIT 5: CREDIT

UNIT 6: CONSUMER PURCHASING AND PROTECTION

MATHEMATICS OF PERSONAL FINANCE

Mathematics of Personal Finance focuses on real-world financial literacy, personal finance, and business subjects. Students apply what they learned in Algebra I and Geometry to topics including personal income, taxes, checking and savings accounts, credit, loans and payments, car leasing and purchasing, home mortgages, stocks, insurance, and retirement planning.

Students then extend their investigations using more advanced mathematics, such as systems of equations (when studying cost and profit issues) and exponential functions (when calculating interest problems). To assist students for whom language presents a barrier to learning or who are not reading at grade level, Mathematics of Personal Finance includes audio resources in both Spanish and English.

This course is built to state standards as they apply to Mathematics of Personal Finance and adheres to the National Council of Teachers of Mathematics' (NCTM) Problem Solving, Communication, Reasoning, and Mathematical Connections Process standards.

UNIT 1: WHAT IS MONEY?

UNIT 2: COST OF LIVING AND BUDGET

UNIT 3: INCOME TAX

UNIT 4: CHECKING AND SAVINGS

UNIT 5: PURCHASING AND CREDIT

UNIT 6: LOANS AND PAYMENTS

UNIT 7: SEMESTER 1 REVIEW AND EXAM

UNIT 8: CAR OWNERSHIP

UNIT 9: HOME OWNERSHIP

UNIT 10: INSURANCE AND RETIREMENT

UNIT 11: INVESTMENTS

UNIT 12: BUSINESS

PROBABILITY AND STATISTICS

Probability and Statistics provides a curriculum focused on understanding key data analysis and probabilistic concepts, calculations, and relevance to real-world applications. Students are challenged to work toward mastery of computational skills, apply calculators and other technology in data analysis, deepen their understanding of key ideas and solution strategies, and extend their knowledge through a variety of problem-solving applications.

Course topics include types of data, common methods used to collect data, and representations of data, including histograms, bar graphs, box plots, and scatterplots. Students learn to work with data by analyzing and employing methods of extending results, involving samples and populations, distributions, summary statistics, experimental design, regression analysis, simulations, and confidence intervals.

Ideas involving probability — including sample space, empirical and theoretical probability, expected value, and independent and compound events — are covered as students explore the relationship between probability and data analysis.

Extended projects allow for more open-ended, extended applications of concepts and skills. Students collect and analyze statistical data about a topic that interests them, and they apply probability concepts in a real-world context.

The content is based on the Common Core standards and is aligned with state standards.

UNIT 1: INTRODUCTION TO STATISTICS

UNIT 2: DESCRIBING DATA GRAPHICALLY

UNIT 3: MEASURES OF CENTER AND SPREAD

UNIT 4: DESCRIBING DATA SETS

UNIT 5: MODELING DATA

UNIT 6: SEMESTER 1 REVIEW AND EXAM

UNIT 7: INTRODUCTION TO PROBABILITY

UNIT 8: APPLICATIONS OF PROBABILITY

UNIT 9: DISCRETE PROBABILITY DISTRIBUTIONS

UNIT 10: CONTINUOUS PROBABILITY DISTRIBUTIONS

UNIT 11: SAMPLING AND CONFIDENCE INTERVALS

BRIDGE MATH

Bridge Math is a fourth-year math course focused on reinforcing core concepts from Algebra I, Geometry and Algebra II. Bridge Math is intended for students who need to review concepts before continuing their studies. It starts with a review of algebraic concepts before moving on to a variety of key algebraic, geometric, statistical, and probability concepts. Course topics include rational and irrational numbers, systems of linear equations, quadratic functions, exponential functions, triangles, coordinate geometry, solid geometry, conditional probability, independence, data analysis, scatterplots, and linear and non-linear models of data.

Throughout the course, students hone their computational skills and extend their knowledge through problem solving and real-world applications. Within each Bridge Math lesson, students are supplied with scaffolded note-taking study guides and are given ample opportunity to practice computations in low-stakes Checkup activities before moving on to formal assessment. Additionally, students will have the opportunity to formulate and justify conclusions as they extend and apply concepts through printable exercises and "in-your-own-words" interactive activities.

The course is built to state standards, including Tennessee's Bridge Math standards.

UNIT 1: FOUNDATIONS OF ALGEBRA

UNIT 2: FUNCTIONS

UNIT 3: SYSTEMS OF LINEAR EQUATIONS

UNIT 4: QUADRATIC FUNCTIONS

UNIT 5: POLYNOMIAL FUNCTIONS

UNIT 6: SEMESTER EXAM

UNIT 7: EXPONENTS AND EXPONENTIAL FUNCTIONS

UNIT 8: TRIANGLES

UNIT 9: 2-D AND 3-D GEOMETRY

UNIT 10: APPLICATIONS OF PROBABILITY

UNIT 11: DATA AND MATHEMATICAL MODELING

PRINCIPLES OF HEALTH SCIENCE

Principles of Health Science provides knowledge and skills students need for careers in health care. Students explore the services, structure, and professions of the health care system and get guidance on choosing a specific career path in health services, including career paths in emergency medicine, nutrition, and alternative medicine.

Students focus on day-to-day skills and expectations for health professionals, which include promoting wellness, maintaining a safe environment, creating medical records, and practicing good communication, collaboration, and leadership. In addition, students will expand their understanding of health and safety systems, how to address emergency situations, and deal with infection control issues. Students will also explore topics in medical science, terminology, procedures, and regulations - including an overview of physiology and medical measurements.

Principles of Health Science is a full-year Career and Technical Education course for programs of study in health sciences. This course is built to state and national standards.

UNIT 1: HEALTH, DISEASE, AND HEALTH CARE INDUSTRY

UNIT 2: CAREERS IN THE HEALTH SCIENCES

UNIT 3: TEAMWORK IN HEALTH CARE

UNIT 4: HEALTH CARE COMMUNICATION AND RECORDS

UNIT 5: SAFETY AND WELLNESS

UNIT 6: HEALTH SCIENCES WRAP-UP

UNIT 7: THE BODY IN HARMONY

UNIT 8: THE TOOLS OF THE TRADE

UNIT 9: PATIENT SAFETY

UNIT 10: EMERGENCIES

UNIT 11: BEYOND THE BASICS

UNIT 12: INTERMEDIATE HEALTH SCIENCE WRAP-UP

ACCOUNTING I

Accounting I examines how to make decisions about planning, organizing, and allocating resources using accounting procedures. Throughout the course, students focus on double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording revenues, expenses, assets, and liabilities; and the preparation of financial statements.

The course encourages students to explore careers in accounting while learning skills applicable to any professional setting. Accounting I is a full-year intermediate Career and Technical Education course applicable to programs of study in the Finance or Business Management and Administration career clusters. This course is built to state and national CTE standards.

UNIT 1: WHAT IS ACCOUNTING?

UNIT 2: WHAT IS THE ACCOUNTING CYCLE?

UNIT 3: REGULATION AND ETHICS IN ACCOUNTING

UNIT 4: WHAT ARE INTERNAL AND CASH CONTROLS?

UNIT 5: MERCHANDISING BUSINESSES AND INVENTORIES

UNIT 6: SEMESTER 1 WRAP-UP

UNIT 7: PAYABLES AND RECEIVABLES

UNIT 8: PAYROLL

UNIT 9: ACCOUNTING FOR CORPORATIONS

UNIT 10: FINANCIAL STATEMENT ANALYSIS I

UNIT 11: FINANCIAL STATEMENT ANALYSIS II

UNIT 12: SEMESTER 2 WRAP-UP

PRINCIPLES OF BUSINESS, MARKETING AND FINANCE

Principles of Business and Finance provides the knowledge and skills students need for careers in business and marketing. Students begin exploring roles and functions that business and marketing play in a global society develop an understanding of the market place, as well as understanding product placement and promotion.

Students analyze the impact of government, legal systems, and organized labor on business; develop an understanding of business communications and management; and explore legal, ethical, and financial issues in business and marketing. Furthermore, students delve into basic economic concepts including personal finance, economic systems, cost-profit relationships, and economic indicators and trends. Using hands-on activities, students reinforce, apply and transfer academic knowledge and skills to a variety of interesting and relevant real-world inspired scenarios. This course also addresses exploring career options in business and marketing as well as securing and keeping a job.

Principles of Business and Finance is a full-year Career and Technical course for programs of study in Business Administration and Management. This course is built to state and national standards.

UNIT 1: MARKETING IN THE GLOBAL ENVIRONMENT

UNIT 2: UNDERSTANDING THE MARKETPLACE

UNIT 3: MARKETING PLACEMENT AND PRICING

UNIT 4: MARKETING PROMOTION

UNIT 5: YOUR FUTURE IN MARKETING

UNIT 6: SEMESTER WRAP-UP

UNIT 7: ROLE OF ECONOMICS AND FINANCE IN MARKETING

UNIT 8: STARTING A BUSINESS

UNIT 9: MANAGING A BUSINESS

UNIT 10: GOVERNMENT, LAW, AND ETHICS IN BUSINESS

UNIT 11: YOUR FUTURE IN BUSINESS, MARKETING, AND FINANCE

UNIT 12: SEMESTER WRAP-UP

LEGAL ENVIRONMENT OF BUSINESS

Legal Environment of Business examines the role of the law on all aspects of business ownership and management. Throughout the course, students focus on legal ethics, court procedures, torts, contracts, consumer law, property law, employment law, environmental law, and international law. Students also explore the impact of laws, regulations, and judicial decisions on society at large.

This course allows students to explore careers in business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will prepare legal documents, create a compliance plan, and research consumer protection issues. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work.

Students who successfully complete the course will be prepared to pursue certifications such as Accredited Legal Professional, Certified Administrative Manager, or Certified Associate in Project Management®

UNIT 1: AN OVERVIEW OF BUSINESS LAW AND ETHICS

UNIT 2: THE LEGAL SYSTEM

UNIT 3: TORTS

UNIT 4: CONTRACTS

UNIT 5: LAWS GOVERNING BUSINESS ORGANIZATIONS

UNIT 6: WRAP-UP

UNIT 7: CONSUMER AND CREDITOR PROTECTION

UNIT 8: PROPERTY LAW

UNIT 9: AGENCY, EMPLOYMENT LAW, AND DIGITAL PROTECTION

UNIT 10: ENVIRONMENTAL AND INTERNATIONAL LAW

UNIT 11: YOUR CAREER IN THE LEGAL ENVIRONMENT OF BUSINESS

UNIT 12: WRAP-UP

HUMAN RESOURCES PRINCIPLES

Human Resources Principles examines the main functions of human resources management, including planning, recruitment, selection, training, development, compensation, and evaluation. In doing so, the course provides students with the tools to hire, manage, and fire employees. Students will also explore the unique role of human resources in the larger organization.

Through a series of activities, students will create a recruiting plan, develop a strategy to promote a positive organizational culture, and analyze the impact of globalization on the human resources. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities of interest to them.

Human Resources Principles is a full-year intermediate or capstone Career and Technical Education course applicable to programs of study in the Business, Management and Administration career cluster. This course is built to state and national standards.

UNIT 1: WHAT IS HR?

UNIT 2: LEGAL REQUIREMENTS

UNIT 3: HR PLANNING

UNIT 4: RECRUITMENT AND SELECTION

UNIT 5: COMPENSATION

UNIT 6: WRAP-UP

UNIT 7: TRAINING AND DEVELOPMENT

UNIT 8: CULTIVATING AND TERMINATING EMPLOYEE RELATIONSHIPS

UNIT 9: PERFORMANCE MANAGEMENT

UNIT 10: SAFETY, SECURITY, AND LABOR RELATIONS

UNIT 11: YOUR FUTURE IN HR

UNIT 12: WRAP-UP

INTRODUCTION TO BUSINESS AND TECHNOLOGY

Introduction to Business and Technology provides the foundational knowledge and skills students need for careers in business and technology. Throughout the course, students gain knowledge of business principles and communication skills, an understanding of the impact of financial and marketing decisions, and proficiency in the technologies required by business. Students will also learn the essentials of working in a business environment, managing a business, and owning a business.

This course allows students to explore careers in business and information technology while learning skills applicable to any professional setting. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities of interest to them.

Introduction to Business and Technology is a full-year introductory Career and Technical Education course applicable to programs of study in the Business, Management and Administration and Information Technology career clusters, as well as other career clusters. This course is built to state and national standards.

UNIT 1: UNDERSTANDING BUSINESS CAREERS

UNIT 2: COMMUNICATING THROUGH LETTERS AND EMAILS

UNIT 3: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

UNIT 4: COMMUNICATING THROUGH PRESENTATIONS

UNIT 5: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 1 WRAP-UP

UNIT 6: FINANCE, SPREADSHEETS, AND DATABASES

UNIT 7: BUSINESS MARKETING

UNIT 8: INFORMATION TECHNOLOGY, SYSTEMS, AND NETWORKING

UNIT 9: EXPLORING THE WEB

UNIT 10: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 2 WRAP-UP

PRINCIPLES OF INFORMATION TECHNOLOGY

Principles of Information Technology prepares students by establishing an awareness of the roles essential to an organization's success, and then work to develop an understanding of professional communications and leadership skills. In doing so, students gain proficiency with word processing, email, and presentation management software. Students will also be able to demonstrate digital literacy through basic study of computer hardware, operating systems, networking, the Internet, web publishing, spreadsheets and database software.

Students will learn what to expect in the field of Information Technology and begin exploring career options in the field. Active learning modules ensure students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.

Principles of Information Technology is a full-year introductory Career and Technical Education course applicable to programs of study in business, management, and administration; information technology; and other career clusters. This course is built to state and national standards.

UNIT 1: UNDERSTANDING BUSINESS CAREERS

UNIT 2: COMMUNICATING THROUGH LETTERS AND EMAIL

UNIT 3: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

UNIT 4: COMMUNICATING THROUGH PRESENTATIONS

UNIT 5: MANAGING PROJECTS

UNIT 6: BUSINESS APPLICATIONS WRAP-UP

UNIT 7: INFORMATION TECHNOLOGY

UNIT 8: COMPUTER HARDWARE AND SOFTWARE

UNIT 9: SPREADSHEETS AND DATABASES

UNIT 10: INFORMATION SYSTEMS AND NETWORKING

UNIT 11: EXPLORING THE WEB

UNIT 12: INFORMATION TECHNOLOGY APPLICATIONS WRAP-UP

BUSINESS APPLICATIONS

Business Applications prepares students to apply themselves better in their workplaces. Students begin by establishing an awareness of the roles essential to an organization's success, and then work to develop an understanding of professional communications and leadership skills. In doing so, students gain proficiency with word processing, email, and presentation management software.

Through this course, students can explore careers in business while learning skills applicable to any professional setting. Students will create, analyze, and critique reports, letters, project plans, presentations, and other professional communications. Students will also evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.

Business Applications is an introductory level Career and Technical Education course applicable to programs of study in business, management, and administration; information technology; and other career clusters. This course is built to state and national standards.

UNIT 1: UNDERSTANDING BUSINESS CAREERS

UNIT 2: COMMUNICATING THROUGH LETTERS AND EMAIL

UNIT 3: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

UNIT 4: COMMUNICATING THROUGH PRESENTATIONS

UNIT 5: MANAGING PROJECTS

UNIT 6: SEMESTER WRAP-UP