

# AIO Prep Academy - High School: Program Outline

## Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes	Courses	Evidence of Learning
Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively	HSD038: English 2: Foundations of Reading and Writing	Multiple-choice lesson exams, graded writing assignment
	HSD039: English 3: Analyzing Texts and Building Compositions	Multiple-choice lesson exams, graded writing assignment
	HSE028: Foundations of Personal Growth	Graded Milestone Activities, Capstone
	HSE029: Learning Success through Technology	Graded Milestone Activities, Capstone
	HSD026: Digital Literacy	Graded Milestone Activities, Capstone
Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses	HSD037: English 1: Introduction to Language Arts	Multiple-choice lesson exams
	HSD038: English 2: Foundations of Reading and Writing	Multiple-choice lesson exams, graded writing assignment
	HSD039: English 3: Analyzing Texts and Building Compositions	Multiple-choice lesson exams, graded writing assignment
	HSD040: English 4: Detailed Reading and Research Writing	Multiple-choice lesson exams, graded writing assignment
Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses	HSD037: English 1: Introduction to Language Arts	Multiple-choice lesson exams
	HSD038: English 2: Foundations of Reading and Writing	Multiple-choice lesson exams, graded writing assignment
	HSD039: English 3: Analyzing Texts and Building Compositions	Multiple-choice lesson exams, graded writing assignment
	HSD040: English 4: Detailed Reading and Research Writing	Multiple-choice lesson exams, graded writing assignment
Use critical thinking and reasoning skills to complete learning tasks in science courses	HSD013: Biology	Multiple-choice lesson exams
	HSD916: Physical Science	Multiple-choice lesson exams
	HSD011: Earth Science	Multiple-choice lesson exams

<b>Program Outcomes</b>	<b>Courses</b>	<b>Evidence of Learning</b>
	HSD007: Fitness & Nutrition	Multiple-choice lesson exams
Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses	HSD013: Biology	Multiple-choice lesson exams
	HSD916: Physical Science	Multiple-choice lesson exams
	HSD011: Earth Science	Multiple-choice lesson exams
	HSD007: Fitness & Nutrition	Multiple-choice lesson exams
Use critical thinking and reasoning skills to complete learning tasks in math courses	HSD006: General Math 1	Multiple-choice lesson exams
	HSD041: Personal Finance	Multiple-choice lesson exams
	HSD014: General Math 2	Multiple-choice lesson exams
Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses	HSD006: General Math 1	Multiple-choice lesson exams
	HSD041: Personal Finance	Multiple-choice lesson exams
	HSD014: General Math 2	Multiple-choice lesson exams
Use critical thinking and reasoning skills to complete learning tasks in social studies courses	HSD004: Civics	Multiple-choice lesson exams
	HSD008: US History	Multiple-choice lesson exams
	HSD018: World History	Multiple-choice lesson exams
Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses	HSD004: Civics	Multiple-choice lesson exams
	HSD008: US History	Multiple-choice lesson exams
	HSD018: World History	Multiple-choice lesson exams
Apply fundamental mathematical skills to solve real-world problems	HSD006: General Math 1	Multiple-choice lesson exams
	HSD041: Personal Finance	Multiple-choice lesson exams
	HSD014: General Math 2	Multiple-choice lesson exams
Use writing skills to complete writing assessments	HSD038: English 2: Foundations of Reading and Writing	Multiple-choice lesson exams, graded writing assignment
	HSD039: English 3: Analyzing Texts and Building Compositions	Multiple-choice lesson exams, graded writing assignment
Demonstrate the ability to complete entry-level lessons from Penn Foster career modules, academic-level electives, or general-level electives	Vocational Electives	Multiple-choice lesson exams
	Academic/College Preparation Electives	Multiple-choice lesson exams
	General Electives	Multiple-choice lesson exams

# Program Structure

The High School program includes 17 core and 5 elective subjects. A total of 21 credits is required for graduation. **The school reserves the right to revise the program of study and the instructional materials, and to withdraw or substitute for the supplementary and reference materials offered.** The program materials will be available in the approximate order listed below.

## Courses 1 and 2: Startup Courses (0.5 credit each)

### HSE028: Foundations of Personal Growth

Lesson 1	Personal Development <ul style="list-style-type: none"> <li>Module 1: Successfully Learning Online</li> </ul>
Lesson 2	Self-Directed Learning (Resourcefulness) <ul style="list-style-type: none"> <li>Module 2: Setting Goals and Managing Your Time</li> </ul>
Lesson 3	Perseverance <ul style="list-style-type: none"> <li>Module 3: Exploring Types of Well-Being</li> </ul>
Lesson 4	Adaptability <ul style="list-style-type: none"> <li>Module 4: Motivating Self to Success</li> </ul>
Lesson 5	Personal Development <ul style="list-style-type: none"> <li>Module 5: Applying Ethics to Everyday Decisions</li> <li>Module 6: Growth Mindset and Responsible Decision-Making</li> </ul>

### HSE029: Learning Success through Technology

Lesson 1	Personal Development <ul style="list-style-type: none"> <li>Module 1: Using Technology for Setting Goals</li> </ul>
Lesson 2	Self-Directed Learning (Resourcefulness) <ul style="list-style-type: none"> <li>Module 2: Personalized Workspaces for Organization Skills</li> <li>Module 3: Exploring Collaborative Online Platforms</li> </ul>
Lesson 3	Perseverance <ul style="list-style-type: none"> <li>Module 4: Enhancing Communication with Digital Tools</li> </ul>
Lesson 4	Adaptability <ul style="list-style-type: none"> <li>Module 5: Digital Tools for Gathering Feedback</li> <li>Module 6: Responsibilities in Digital Behavior</li> <li>Module 7: Protecting Privacy in Digital Spaces</li> </ul>

## Course 3: HSD026: Digital Literacy (1 credit)

Lesson 1	Self-Directed Learning (Resourcefulness)
----------	--

	<ul style="list-style-type: none"> <li>Module 1: Responsible Digital Practices</li> </ul>
Lesson 2	<p>Perseverance</p> <ul style="list-style-type: none"> <li>Module 2: Promoting Well-Being in a Digital World</li> <li>Module 3: Respectful Digital Communication</li> <li>Module 4: Solving Problems through Digital Collaboration</li> </ul>
Lesson 3	<p>Personal Development</p> <ul style="list-style-type: none"> <li>Module 5: Researching Real-World Problems Online</li> <li>Module 6: Exploring Sources and Structuring Research</li> <li>Module 7: Presenting Research with Digital Tools</li> </ul>
Lesson 4	<p>Adaptability</p> <ul style="list-style-type: none"> <li>Module 8: Planning and Managing Design Processes</li> <li>Module 9: Data-Driven Solutions for the Future</li> </ul>

**Course 4: HSD037: English 1: Introduction to Language Arts (1 credit)**

Lesson 1	<p>Critical Thinking</p> <ul style="list-style-type: none"> <li>Module 1: How to Communicate Effectively in Conversation</li> </ul>
Lesson 2	<p>Written Communication</p> <ul style="list-style-type: none"> <li>Module 2: Informative Writing</li> <li>Module 3: Written Argument</li> <li>Module 4: Argumentative Writing</li> </ul>
Lesson 3	<p>Critical Thinking</p> <ul style="list-style-type: none"> <li>Module 5: Foundation of Text Analysis</li> </ul>
Lesson 4	<p>Written Communication</p> <ul style="list-style-type: none"> <li>Module 6: The Building Blocks of a Narrative Text</li> </ul>
Lesson 5	<p>Critical Thinking</p> <ul style="list-style-type: none"> <li>Module 7: Preparing and Revising</li> </ul>

**Course 5: HSD004: Civics (1 credit)**

Lesson 1	The Origins of American Government
Lesson 2	The United States Constitution
Lesson 3	Government in the United States
Lesson 4	The Political Process

**Course 6: HSD006: General Math (1 credit)**

Lesson 1	<p>Critical Thinking</p> <ul style="list-style-type: none"> <li>Module 1: Understanding Numbers and Place Value</li> <li>Module 4: Decimal Concepts and Operations</li> </ul>
----------	---

	<ul style="list-style-type: none"> <li>Module 6: Multiplication, Division, and Patterns in Operations</li> <li>Module 9: Understanding Ratios and Proportion</li> </ul>
Lesson 2	<p>Perseverance</p> <ul style="list-style-type: none"> <li>Module 2: Adding and Subtracting with Larger Numbers</li> <li>Module 5: Addition, Subtraction, and Basic Multiplication Strategies</li> </ul>
Lesson 3	<p>Self-Directed Learning (Resourcefulness)</p> <ul style="list-style-type: none"> <li>Module 3: Multiplication and Division Concepts</li> <li>Module 7: Understanding and Applying Fractions</li> <li>Module 10: Understanding Measurement and Data</li> </ul>
Lesson 4	<p>Risk-Taking</p> <ul style="list-style-type: none"> <li>Module 8: Understanding and Applying the Number System</li> </ul>

**Course 7: HSD007: Fitness and Nutrition (1 credit)**

Lesson 1	Managing Stress and Developing Healthy Habits
Lesson 2	Nutrition and Digestion
Lesson 3	Body Size and Weight Management
Lesson 4	Cardiorespiratory Fitness
Lesson 5	Resistance Training
Lesson 6	Personal Fitness and Nutrition Goals

**Course 8: HSD008: US History (1 credit)**

Lesson 1	Industrial Development in the United States
Lesson 2	The Emergence of the Modern United States
Lesson 3	The Great Depression and World War II
Lesson 4	Postwar United States
Lesson 5	Contemporary United States
Lesson 6	The New Millennium to the Present

**Course 9: HSD038: English 2: Foundations of Reading and Writing (1 credit)**

Lesson 1	<p>Critical Thinking, Written Communication, and Creativity</p> <ul style="list-style-type: none"> <li>Module 1: Utilizing Context Clues</li> </ul>
Lesson 2	<p>Critical Thinking</p> <ul style="list-style-type: none"> <li>Module 2: Using Structure to Strengthen a Text</li> <li>Module 3: Quoting from a Text</li> <li>Module 4: Comparing Two Different Texts</li> </ul>
Lesson 3	<p>Written Communication</p> <ul style="list-style-type: none"> <li>Module 5: Presenting Information in Different Ways</li> </ul>

- Module 6: Organizing Information from Print and Digital Sources
- Module 7: Presenting Information Within a Text

#### **Course 10: HSD041: Personal Finance (1 credit)**

Lesson 1 Self-Directed Learning (Resourcefulness)

- Module 1: Setting Financial Goals

Lesson 2 Perseverance

- Module 2: Income
- Module 3: Spending

Lesson 3 Critical Thinking

- Module 4: Making Financial Decisions
- Module 5: Financial Institutions and Record-Keeping

Lesson 4 Risk-Taking

- Module 6: Saving and Investing
- Module 7: Credit
- Module 8: Managing Financial Risks

#### **Course 11: HSD011: Earth Science (1 credit)**

Lesson 1 Basics of Earth Science

Lesson 2 Surface Processes on Earth

Lesson 3 The Atmosphere and the Oceans

Lesson 4 Dynamic Earth

Lesson 5 Geological Time

Lesson 6 Beyond Earth

#### **Course 12: HSD039: English 3: Analyzing Texts and Building Compositions (1 credit)**

Lesson 1 Critical Thinking

- Module 1: Specific Textual Analysis

Lesson 2 Written Communication, Critical Thinking, Creativity

- Module 2: Poetry Through Figurative Language

Lesson 3 Critical Thinking

- Module 3: Close Reading
- Module 4: Synthesizing Within a Group Discussion

Lesson 4 Written Communication

- Module 5: Peer Review

Lesson 5 Critical Thinking

- Module 6: Contrasting How Different Texts Use Evidence

Lesson 6 Written Communication

- Module 7: Using Search Terms and Linking Sources

### **Course 13: HSD013: Biology (1 credit)**

Lesson 1	Nature of Science, Chemistry of Life, and Ecology
Lesson 2	The Cell and Its Processes
Lesson 3	Genetics and Inheritance
Lesson 4	History and Diversity of Life
Lesson 5	Plant and Animal Systems and Behavior
Lesson 6	The Human Body

### **Course 14: HSD014: General Math II (1 credit)**

Lesson 1	Critical Thinking <ul style="list-style-type: none"> <li>• Module 1: Understanding and Applying Base Ten Operations</li> <li>• Module 4: Understanding Integers and Rational Numbers</li> <li>• Module 6: Understanding and Evaluating Expressions</li> </ul>
Lesson 2	Perseverance <ul style="list-style-type: none"> <li>• Module 2: Foundational Concepts in Operations and Algebraic Thinking</li> <li>• Module 7: Solving Equation</li> </ul>
Lesson 3	Risk-Taking <ul style="list-style-type: none"> <li>• Module 3: Algebraic Thinking and Problem-Solving</li> <li>• Module 8: Understanding and Applying Geometric Concepts</li> </ul>
Lesson 4	Self-Directed Learning (Resourcefulness) <ul style="list-style-type: none"> <li>• Module 5: Operations with Integers and Rational Numbers</li> <li>• Module 9: Understanding and Applying Measurement and Data</li> </ul>

### **Course 15: HSD018: World History (1 credit)**

Lesson 1	Ancient Civilizations
Lesson 2	Europe in the Age of Exploration
Lesson 3	World Regions in the Early Modern Era
Lesson 4	An Age of Revolution, Industry, and Empire
Lesson 5	Global Changes in the Twentieth Century
Lesson 6	Contemporary International Shifts

### **Course 16: HSD916: Physical Science (1 credit)**

Lesson 1	Motion and Force
Lesson 2	Energy Conversions
Lesson 3	States of Matter

Lesson 4	Light and Sound
Lesson 5	Chemistry
Lesson 6	Electricity and Electronics
<b>Course 17: HSD040: English 4: Detailed Reading and Research Writing (1 credit)</b>	
Lesson 1	Critical Thinking <ul style="list-style-type: none"> <li>Module 1: Theme Throughout a Text</li> <li>Module 2: Evaluating Scientific or Technical Writing</li> <li>Module 3: Assessing Satirical Writing</li> <li>Module 4: Evaluating Texts from Different Time Periods</li> </ul>
Lesson 2	Written Communication <ul style="list-style-type: none"> <li>Module 5: Maintaining Objectivity</li> <li>Module 6: Answering a Question Through Research</li> </ul>
Lesson 3	Critical Thinking <ul style="list-style-type: none"> <li>Module 7: Active Listening in Group Discussion</li> </ul>

**Course 18: Elective (1 credit)**

**Course 19: Elective (1 credit)**

**Course 20: Elective (1 credit)**

**Course 21: Elective (1 credit)**

**Course 22: Elective (1 credit)**

## Course Descriptions

**HSE028: Foundations of Personal Growth**

Every big journey begins with small, intentional steps. Whether you're setting goals, managing your time, or making decisions about your future, personal growth is the key to unlocking your potential and navigating life's challenges with confidence.

In this course, you'll explore the skills for building a balanced and successful life, including self-discipline, time management, emotional well-being, and effective communication. Through nine engaging modules, you'll identify your strengths, learn to make responsible choices and develop strategies for working with others to solve problems and

achieve your goals.

- Demonstrate self-discipline in learning independently to achieve success
- Demonstrate a balanced approach to online learning by setting SMART goals that account for internal goals and external commitments
- Differentiate between physical, emotional, social, and mental well-being
- Use characteristics of a growth mindset to identify personal strengths, values, and motivators that can be used to ensure personal success
- Apply a growth mindset and incorporate diverse perspectives while making decisions and overcoming personal and social challenges

---

### **HSE029: Learning Success through Technology**

---

Technology is everywhere and it's changing how we learn, connect, and grow. But using it effectively requires more than just knowing how to click and save. Learning how to use technology effectively is about turning into a powerful tool to help you achieve your goals, collaborate with others, and take charge of your learning journey.

Throughout this course, you'll explore how to use digital tools to set and track personal goals, collaborate with others, and communicate effectively. You'll also learn how to adapt technology to your learning needs, apply feedback to grow, and stay safe and ethical in the digital world.

- Demonstrate a balanced approach to online learning by setting SMART goals that account for internal goals and external commitments
- Use collaborative technologies to gain diverse perspectives and engage with others in responsible, empathetic, and inclusive ways
- Recognize and apply learning strategies using technology to achieve educational goals
- Implement a design process using technology to gather, structure, and analyze data needed to solve real-world problems

---

### **HSD026: Digital Literacy**

---

In today's digital age, technology is a powerful tool that can influence how you learn, communicate, and solve problems. Every click, every comment, and every virtual connection shapes your opportunities and experiences. This course aims to equip you to navigate this world confidently, responsibly, and creatively.

Over the course's nine modules, you'll explore everything from safe and ethical online practices to using digital tools to research, collaborate, and tackle real-world challenges. You'll learn how to make decisions about using technology, interacting with empathy in online spaces, and presenting ideas effectively.

- Demonstrate a balanced approach to online learning by setting SMART goals that account for internal goals and external commitments
- Use collaborative technologies to gain diverse perspectives and engage with others in responsible, empathetic, and inclusive ways
- Recognize and apply learning strategies using technology to achieve educational goals
- Implement a design process using technology to gather, structure, and analyze data needed to solve real-

world problems

### **HSD037: English 1: Introduction to Language Arts**

In this course, you'll learn how to adjust your speech for different audiences, improve presentations with visuals and sound, and write clearly using proper grammar and punctuation. You'll also explore how to analyze texts, find key details, and understand an author's purpose. Through practice, you'll develop skills in writing informative, narrative, and opinion pieces while using revision to make your work stronger.

- Communicate effectively about a text by asking and answering questions, using visual aids, and expressing points clearly
- Analyze the structure of an informative text, focusing on argument evaluation and opinion development
- Compose an opinion piece with reasons, key details, text features, and strategies for understanding words
- Identify the structural features of a narrative text by analyzing character, event, and idea connections and recognizing figurative language nuances

### **HSD004: Civics**

Covers the rights, freedoms, and responsibilities of American citizens. Reviews the roots of American government and studies the modern U.S. government—its branches; the Constitution and Bill of Rights; the roles of federal, state, and local governments; political parties and elections.

- Analyze the US government's functions
- Interpret the US Constitution
- Identify the levels of US government
- Explain the rights and responsibilities of citizenship and the political process

### **HSD006: General Math I**

In this course, you'll learn about foundational concepts in math that will help you succeed in your studies and everyday life. You'll begin by exploring place values in single and multi-digit numbers and then use place value strategies to understand, compare, and order numbers. You'll also learn to use place values to add, subtract, multiply, and divide numbers with ease. Then, you'll learn about operations with whole numbers, decimals, and fractions and use them to solve real-world word problems. You'll discover how multiplication and division relate to each other and use this knowledge to solve word problems. Then, you'll explore using a number line to learn about rational numbers and understand ratios and proportions. You'll learn to solve real-world problems with operations involving rational numbers. You'll learn about interpreting and representing ratios, rates, and proportional relationships, using tables, graphs, and equations to solve multi-step problems. Finally, you'll use measurements and data to answer basic questions about quantity, duration, and space.

- Apply critical thinking skills to solve real-world problems, including ratio and proportion, that require an understanding of place value, operations, and mathematical algorithm
- Demonstrate the ability to solve addition, subtraction, and multiplication problems using a method that consistently leads to an accurate solution

- Use whole numbers, fractions, measurements, and data to solve basic problems involving multiplication, division, parts of a whole, and real-world questions about quantity, duration, and space in an independent way
- Use rational numbers to answer basic questions about quantity, order, and relationships

### **HSD007: Fitness and Nutrition**

This course covers a wide variety of topics to help students explore the role that physical fitness and nutrition play in developing a healthy lifestyle. Topics included are nutrition basics, developing healthy eating habits, the functioning of muscles, posture, fitness programs, preventing injury, stress management, and goal setting.

- Describe techniques for managing stress and developing healthy habits
- Explain healthy nutrition and digestive processes
- Identify the principles of weight management
- Outline a comprehensive cardiorespiratory fitness routine
- Describe the elements and benefits of resistance training
- Develop personal fitness and nutritional goals

### **HSD008: US History**

Many historians date the start of modern US History with the explosive growth of industry in the years after the Civil War. This growth, while providing the foundation for American power and economic prosperity, was not without conflict. The divide between rich and poor widened, and people in urban and rural areas faced new challenges. This resulted in political movements that caused social division within the nation. During this time, the United States expressed its growing power overseas, ultimately becoming the world's most powerful country after a series of global conflicts in the 20th century. You'll examine these conflicts and events occurring within the country and internationally to analyze how America became the nation it is today. Understanding the past tells you about the present, helps you understand the world, and supports your journeys through academics and life.

- Summarize economic development in the Gilded Age and conflicts in the West
- Analyze how the events leading up to World War I shaped the United States
- Discuss the effects of the Great Depression and World War II on the United States
- Describe the Civil Rights Movement and the Vietnam War
- Explain social and political changes between 1960 and the end of the Cold War
- Identify changes in America from the end of the twentieth century to today

### **HSD038: English 2: Foundations of Reading and Writing**

In this course, you'll learn how to analyze texts, find key themes, and draw conclusions based on evidence. You'll also improve your writing by organizing your ideas, adding details, and editing for clarity. Grammar, punctuation, and vocabulary will help you strengthen your communication.

- Apply context clues to determine word meanings while using proper grammar and punctuation
- Analyze an author's choices, use textual evidence to identify themes, and compare arguments across texts

- Paraphrase discussions by organizing sources and aligning writing with purpose and themes

#### **HSD041: Personal Finance**

Personal finance is an essential life skill that helps you make smart financial decisions now and in the future. In this course, you'll explore key financial topics, including setting goals, earning income, budgeting, saving, investing, using credit, and managing financial risks. Through interactive lessons, real-world scenarios, and hands-on problem-solving, you'll learn how to create a financial plan, make informed spending choices, and understand the impact of financial decisions. By the end of the course, you'll have the knowledge and skills to manage money responsibly and work toward financial security.

- Set financial goals and make smart financial decisions by planning for short- and long-term needs
- Build good financial habits by understanding different types of income, creating a budget, and making wise spending decisions
- Analyze financial institutions, saving and investment strategies, and the factors influencing financial choices to make informed and responsible decisions
- Explore how credit, investments, and financial protections can help you build a secure future while avoiding common mistakes

#### **HSD011: Earth Science**

In this course, you'll discover the processes that change the earth on the inside, the surface, and the atmosphere, as well as those affecting other planets and galaxies. These are many sciences that make up the study of Earth, including geology, oceanography, meteorology, environmental science, and astronomy. After learning about the basic chemistry that rules all interactions on Earth, you'll learn about the way elements come together to make Earth's rock foundation. You'll learn about the changes that happen on the surface of the earth and the systems that run the atmosphere and oceans. You'll learn about the incredible transformations Earth has gone through over its long history and changes it is in the middle of. Finally, you'll explore Earth's neighbors in the solar system and discover the forces that build and tear apart stars and galaxies.

- Explain the basic principles and methods of earth science
- Classify the various surface processes on Earth
- Identify features of Earth's atmosphere and oceans
- Explain the causes of geologic activity
- Describe the impact of human activity on natural resources
- Explain the formation and properties of the solar system and universe

#### **HSD039: English 3: Analyzing Texts and Building Compositions**

In this course, you'll learn how to analyze and understand texts, structure arguments, and enhance your spoken and written communication. You will also develop strategies for conducting research, citing sources, supporting claims with evidence, and improving your writing through revision. By practicing these skills, you'll be better equipped to communicate effectively in various contexts.

- Analyze a text by explaining how its theme is supported and how the author connects or distinguishes key components

- Use domain-specific vocabulary and nuanced figurative language to adapt information for different audiences
- Identify key elements of writing and discussions, including analysis and communication strategies
- Use peer review to refine writing, focusing on style, purpose, and audience
- Compare competing texts on the same topic to evaluate the relevance and sufficiency of their evidence
- Explain how to gather research using effective search terms, source linking, and proper citations

### **HSD013: Biology**

This course begins with the overall process of scientific study and an introduction to the big ideas uniting the study of biology. You'll study the chemistry of molecules important to life and use that foundation to study cells, organisms, and the interdependence of living things and their environments. You'll relate cell structures and parts to life-sustaining functions, such as respiration and photosynthesis. You'll learn how DNA carries information and directs the activities of life. The understanding you gain about genetics and inheritance will set you up to study the theory of evolution and the evidence behind it. You'll learn how natural selection shaped the diversity of life all around you. You'll study life from simple bacteria to complex plants and animals, and finally the systems of the human body. You'll notice that adaptations accompany each group of living things to increase their abilities to thrive within their environments.

- Describe the characteristics, chemistry, and ecology of living things
- Analyze cells and their processes for obtaining energy and reproducing
- Explain how traits are passed on from one generation to the next
- Explain how different species of living things have evolved and are classified
- Identify the characteristics and behavior of plants and animals
- Summarize the anatomy and physiology of the major systems in the human body

### **HSD014: General Math II**

In this course, you'll develop confidence in working with numbers, equations, and geometric concepts. From multi-digit operations to algebra and geometry, you'll explore key mathematical principles that help make sense of the world around you. Through interactive lessons, real world scenarios, and hands-on problem-solving, you'll sharpen your analytical skills and learn to apply math effectively in different contexts.

- Use whole numbers, integers, and rational numbers to understand, compare, and solve real-world problems involving quantities, duration, and relationships through base-ten operations and algebraic expressions
- Use whole numbers, equations, and inequalities to solve problems and analyze relationships involving quantity
- Interpret mathematical relationships and solve problems involving shapes, measurements, and spatial relationships using expressions and geometric concepts
- Use operations with integers and rational numbers, along with measurement concepts, to solve problems and describe relationships involving quantity, area, and volume in real-world contexts

### **HSD018: World History**

Humans have lived in almost every corner of the globe for tens of thousands of years. While they are no longer around

to tell us their stories, the objects and writings they left behind give us a glimpse into the past. This course will provide a broad survey of the history of the world, from the earliest humans who emerged from Africa to the modern peoples and nations that exist today. You'll learn how people adapted to live in different environments, developed tools and technology, practiced diverse religions, created political institutions to govern, and spread ideas as they interacted with one another. By following the stories of different peoples and cultures through time, you'll observe how key developments and events that took place over thousands of years have shaped the world today. While many stories and people have been forgotten with the passing of time, what remains is a rich record of the human experience that can help us better understand the present.

- Recognize features and achievements of ancient civilizations
- Recognize features and achievements of the Byzantine Empire, Middle Ages, and Europe during the Renaissance and Age of Exploration
- Compare society and politics of world regions during the period of 1500 through 1800
- Explain causes of revolution, impacts of industrialization on society, and factors leading to development of global empires during the late 1700s to the early 1900s
- Describe how the Great War, Great Depression, and nationalism affected world regions
- Describe how World War II, the Cold War, and economic globalization affected world regions

#### **HSD916: Physical Science**

Physical science seeks to explain how everything works. All of the topics in this course have played an important role in the development of our civilization. Major topics include forces and motion, actions being driven by changes in energy, sources and applications of energy, changes related to temperature, properties of solids, liquids, and gases, the creation, transmission, and interactions of light and sound waves, the way matter is put together, the laws that govern how matter interacts, and properties of electricity, magnetism, currents. Throughout the course, you'll describe properties and relationships through both text and calculations. Studying these concepts has allowed for the development of all kinds of technology. Devices we may take for granted, such as motor vehicles, computers, telephones, plastics, TV, and electrical appliances, were invented and improved by applying physical science concepts.

- Explain how objects move when forces are applied
- Describe the role of energy transformation in daily life
- Explain how changes in matter can be measured and manipulated
- Analyze waves and radiation
- Apply the principles of chemistry
- Apply the principles of electricity and magnetism in various situations

#### **HSD040: English 4: Detailed Reading and Research Writing**

In this course, you'll continue to build upon these abilities, focusing on analyzing complex texts, evaluating sources, and structuring your ideas effectively. You'll learn to synthesize information from diverse formats, refine your ability to argue with evidence, and use digital tools to enhance your work. Through continuous practice, you'll develop the skills to communicate clearly and persuasively in written and spoken forms tailored to different audiences and contexts.

- Assess themes, language, and structure across texts by analyzing key ideas, technical terms, satire, and reasoning
- Adapt tone and structure in writing while conducting research using authoritative sources

- Engage in discussions and integrate digital media in presentations to ensure information is clear and logical

## Vocational Electives

### **HSE018: Auto Repair Technician**

Learn about the automobile repair field, engine parts and operation, and engine types. Includes a practical exercise.

- Connect your goals to the automotive repair technician profession and its essential knowledge
- Examine parts that make up the lower-end assembly and how they work
- Examine parts that make up the upper-end assembly and how they work
- Analyze work safety and equipment use
- Apply preventive maintenance and service procedures

### **HSE017: Child Care Professional**

Experts explain everything step-by-step: the benefits of child day care, licensing requirements, managing staff, and details on child growth and development. Features an Ages and Stages chart and Student Observation Guide.

- Explain the need for child care professionals
- Describe theories of child development
- Discuss children's physical, social, and cognitive development
- Identify guidance strategies to use with children
- Identify guidance strategies to use in special circumstances
- Explain how various factors affect child development
- Describe how to work with different stakeholders to support child development
- Describe how observation and assessments are used in child care settings

### **HSE019: Medical Administrative Assistant**

Get a look at what it's like to work side by side with doctors in the rewarding healthcare field. Topics include learning strategies, time and stress management, interpersonal communication, and law and medical ethics. Includes supplements on speaking and communication skills.

- Identify the role of the health information management technician in the medical field
- Explain the components and importance of oral and written communication
- Summarize the skills and characteristics required of an administrative office assistant

### **HSE015: Small Business Management**

Provides an introduction on how to prepare to start your own business and learn the basics of a business plan. Discusses market research and business connections.

- Outline the steps for starting your own business
- Analyze how to choose a business
- Determine your business goals and mission statement
- Examine networking and business relationships
- Perform market research
- Create a business plan

### **HSE016: Veterinary Assistant**

Start learning the skills you need to become a veterinary assistant. Topics include introduction to animal care, animal behavior, handling and restraint, and veterinary terminology. Includes pronunciation guides and flash cards.

- Describe qualities, requirements, functions, and professionalism of veterinary practice
- Identify scientific approaches and characteristics of animal behavior
- Navigate large and small animal handling and restraint
- Define veterinary terminology, language, and procedures

## Academic/College Preparation Electives

### **HSE001: Algebra I**

A study of basic operations with signed numbers, monomials, and polynomials. Also includes formulas, equations, inequalities, graphing, exponents, roots, quadratic equations, and algebraic fractions.

- Solve simple equations
- Solve advanced equations and simple inequalities
- Graph equations and inequalities
- Perform operations involving exponents and square roots of monomials and polynomials
- Solve quadratic equations using factoring and the quadratic formula
- Solve linear and quadratic equations containing algebraic fractions

### **HSE004: Algebra II**

A study of algebraic functions, ratios, proportions, logarithms, variations, progressions, theorems, matrices, determinants, inequalities, permutations, and probability.

- Solve problems involving ratios, proportions, and logarithms
- Analyze variations, progressions, and theorems
- Apply matrices and determinants to solve real-life problems
- Determine inequalities, permutations, and probability

### **HSE005: American Literature**

American literature is designed to help you navigate the works that helped to shape America, particularly some of history's most notable texts and writing. The speeches, poems, and prose that you'll read in this course helped to shape not only American writing, but also the way we read and think today. As you read through your assignments, consider how these texts are still having an impact on us, from literature to pop culture.

- Analyze informative articles and determine how an author's claims are developed
- Evaluate persuasive texts through the author's stance and rhetorical devices and how these rhetorical devices might advance the author's point of view on the issue
- Identify the key components of narratives, including how an author chooses to structure a particular text in order to effectively tell their story
- Analyze the elements of fiction, including citing strong and thorough textual evidence to support a claim and determine a central theme
- Identify the elements of poetry, including figurative language and how it's used in a text

### **HSE013: Art Appreciation**

In this course, you will gain an understanding of artistic media, historical periods and artistic movements, the roles of the artist and the viewer, and the principles of art criticism.

- Outline influences of early Define the language, visual elements, and principles of design of art
- Identify two-dimensional media
- Identify three-dimensional media
- Explain the evolution of art from ancient Mediterranean cultures through eighteenth century Europe
- Identify features and popular examples of art throughout the history of African, Asian, Pacific, and American cultures
- Compare the genres of the Modern and Postmodern eras of art from around the world

### **HSE007: Chemistry**

In this course, you'll learn about the composition of matter and how the same building blocks can be rearranged to form countless substances. This course will help you predict properties of different substances and the reactions that they undergo. You'll be introduced to branches of chemistry like thermochemistry, electrochemistry, organic chemistry, biochemistry, and nuclear chemistry.

- Examine terms and processes related to chemistry
- Use the periodic table to predict the properties, reactivity, and types of molecules and compounds that are formed by different elements
- Use bonding models to predict the type of bonding in a molecule, to accurately draw and name the shapes of molecules, and to write reactions
- Differentiate among states of matter, use stoichiometry, and apply the ideal gas law
- Examine acid-base and oxidation-reduction reactions and water's unique properties
- Investigate reactions in organic chemistry, biochemistry, and nuclear chemistry

## **HSE731: Computer Applications**

In this course, Microsoft® Office allows people to create documents, spreadsheets, presentations, and databases. This course will teach you how to use three popular tools from the Microsoft® Office Suite — Word™, Excel®, and PowerPoint®. In this course, you'll learn how to use Word™ to create and edit text documents, insert figures and tables, and format pages for a variety of uses. You'll then learn how to use Excel® to organize and format data, including charts, formulas, and more complex tables. Next, you'll learn how to use PowerPoint® to create and deliver slide shows. Finally, you'll complete a graded project, which will test the skills acquired in Word™, Excel®, and PowerPoint®.

- Outline Create various Microsoft® Word™ documents.
- Produce a thorough Microsoft® Excel® spreadsheet.
- Identify the basic skills needed to use Microsoft® PowerPoint®.
- Synthesize what you've learned by integrating Word™, Excel®, and PowerPoint®.

## **HSE736: Economics 1**

This course will provide an overview of macroeconomics and the modern market economy. Law of supply and demand, cost of living, monetary systems, international factors, and short run economic fluctuations will be examined and discussed.

- Explain economic systems and the economic perspective
- Identify the key factors in macroeconomics and how economists use them to study the economy as a whole
- Explain the macroeconomic models and fiscal policies
- Explain money, banking, and financial policy
- Explain the extending analysis of aggregate supply, current issues in theory and policy, and international economics
- Analyze foreign exchange and investment and the effects each nation's economy has on another nation's economy

## **HSE732: English Composition**

This course teaches the skills and techniques of effectively developing, drafting, and revising college-level essays toward a specific purpose and audience: active reading, prewriting strategies, sentence and paragraph structure, thesis statements, varied patterns of development (such as illustration, comparison and contrast, and classification), critical reading toward revision of structure and organization, editing for standard written conventions, and use and documentation of outside sources. Students submit two prewriting assignments and three essays (process analysis, comparison and contrast, and argumentation).

- Use writing skills to construct well-written sentences and active reading skills to understand and analyze text
- Develop paragraphs using topic sentences, adequate detail, supporting evidence, and transitions
- Contrast the revising and editing steps of the writing process
- Distinguish between different patterns of development

- Write a process analysis essay using prewriting, drafting, revising, and editing skills
- Recognize how to determine the reliability of secondary sources and to give proper credit to sources referenced in an essay
- Write a comparison and contrast essay by using persuasive writing techniques to defend a claim
- Create a sound written argument using techniques of drafting and evaluating sources

### **HSE735: Essentials of Psychology**

This course covers the psychology of biology and behavior, consciousness, memory, thought and language, intelligence, personality and gender, stress, and community influences.

- Describe the science of psychology, basic structure and function of the human nervous system, and basic structure and function of the sensory system
- Explain various states of consciousness, learning theories, and thought processes and development
- Summarize the nature of human motivation and development, the human development cycle, and approaches to understanding and assessing personality
- Prepare an essay on the topic of conditioning, memory, or motivation and emotion
- Recognize psychological disorders and available treatments
- Explain social psychology as it relates to attitudes, influences, behaviors, and stress
- Use critical thinking skills to determine the likely causes of behaviors of individuals and groups discussed in case studies

### **HSE734: Foundation Skills in Math**

The course includes a review of basic math functions, including trades-based examples, the metric system, formulas, introductory algebra, applied geometry, financial mathematics, and statistics.

- Define basic math skills to solve real-world skilled trades related problems
- Illustrate your ability to effectively use the metric system
- Identify your knowledge of formulas to solve problems
- Identify algebraic concepts to solve problems
- Solve perimeter, area, and volume for a variety of geometrical shapes
- Solve mathematical problems drawn from industry, commerce and financial services
- Apply the techniques of descriptive statistics in order to organize and analyze data

### **HSE003: Geometry**

A study of the properties of points, lines, planes, and angles; polygons and triangles; circles; and solids.

- Explain the relationship between points, lines, planes, and angles
- Define polygons and triangles
- Describe the principles of circles
- Classify solids

## HSE738: Music Appreciation

In this course, you'll practice the skill of active listening. Learning to listen differently will allow you to experience all kinds of music in a new way. Most listeners are familiar with how music makes them feel, and we often say we like a particular piece of music because it has a "good beat" or a beautiful melody. This course will allow you to go deeper. You'll identify what the composer might have been trying to convey and listen for the way elements of musical composition and performance make each piece unique.

- Identify the building blocks of music a composer can use to create a piece, such as rhythm, melody, harmony, texture, form, and timbre
- Differentiate between the music of the baroque era and the musical styles of previous time periods
- List the major characteristics of classical music, including form, melody, and instrumentation
- Describe the musical trends and innovations that occurred during the romantic era
- Relate musical styles of the early twentieth century to comparable movements in art and literature
- Explain the evolution of American popular music in the twentieth century
- Describe the influence of world music on modern western composition
- Synthesize research comparing composers' influence in their respective genres

## HSE011: Psychology

Provides an introduction to the roots and the development of modern psychology. Discusses states of consciousness and theories of intelligence, development, and personality. Also looks at gender roles, stress, psychological disorders, and social factors that affect people in groups.

- Summarize psychology's history, science, and biology
- Describe elements and functionality of consciousness, learning, memory, thinking, and intelligence
- Explain the stages of human development from infancy to old age
- Analyze various psychological dimensions of what it means to be a person
- Explain various principles of social behavior

## HSE026: Spanish 1

Spanish 1 integrates all the modalities of Spanish, namely speaking, reading, writing, and listening, to help you achieve a basic level of proficiency in the language. You'll engage in vocabulary presentations and activities, grammar, conversations, readings about culture and other topics, real-life applications, and review sections. By the end of this course, you'll be able to participate in conversations relating to numbers, weather, seasons, people's traits, team sports, and a variety of places including a doctor's office, the beach, movies, concerts, parties, museums, and malls. In addition, you'll know when to use verbs including *tener*, *ser*, *estar*, *saber*, and *conocer* in a sentence. You'll also learn how to use possessive adjectives, contractions like *al* and *del*, how to use infinitive phrases, where to place object pronouns in a sentence, and how to express comparative and superlative statements. Finally, you'll know how to conjugate regular present tense *-ar*, *-er*, and *-ir* verbs and some irregular verbs like *dar*, *estar*, and *ir*, and regular preterite *-ar* and *-ir* verbs

as well as some irregular preterite verbs including *oír* and *leer*.

- Use the correct words in Spanish to describe numbers and dates, the weather, families, pets, and homes
- Describe what's found in cafes and in schools using Spanish vocabulary
- Use Spanish words, such as indirect and direct objects and verbs to show an opinion, correctly
- Distinguish the differences between summer and winter resorts in various parts of the world
- Describe cultural events and Hispanic art and music using Spanish vocabulary
- Examine authentic Spanish conversations, videos, and literature.

### **HSE027: Spanish 2**

Like Spanish I, Spanish II will help you develop all modalities of the language — listening, speaking, reading, and writing — with a heavy emphasis on grammatical structures and verb tenses to help you achieve a more advanced level of proficiency in the language. You'll engage in vocabulary presentations and activities, grammar, conversations, readings about culture and other topics, real-life applications, and review sections.

By the end of this course, you'll be able to participate in conversations relating to airline, train, and car travel, hiking, camping, expressing your nationality, being in a restaurant, checking into a hotel, and living in the city and the countryside. In addition, you'll know when to use verbs including present tense “Yo-go” verbs, reflexive verbs and commands, preterite and imperfect verbs, and *querer* and *creer* in past tense contexts. At the same time, you'll learn how to properly place two object pronouns in the same sentence, form commands, and properly place pronouns with gerunds and infinitive verbs. You'll also learn how to use favor de expressions and requests, how to structure a sentence that includes a pronoun after a preposition, and how to express the passive voice and passive se. Finally, you'll know how to conjugate more stem-changing and irregular preterite tense verbs including *decir*, the present perfect tense and the corresponding irregular past participles, and the future tense. ¡Empecemos!

- Identify Spanish vocabulary relating to air travel
- Label reflexive verbs in Spanish correctly
- Explain how Spanish-speaking countries use train travel and how to order in a restaurant
- Define regular and irregular verbs and preterite and imperfect tenses correctly in Spanish
- Describe how to get what's needed in Spanish while staying in a hotel
- Analyze authentic Spanish conversations, Spanish videos, and Spanish literature

### **HSE922: Statistics and Probability**

In the Statistics and Probability course, you'll learn how to make and understand charts and graphs that show data. You'll find out how to look at data from one or more sources and learn about things like straight-line graphs, and checking if studies are good. This course makes learning statistics useful, giving you important skills to understand and work with data.

- Use data interpretation on a single measurable variable
- Represent data on two categorical and quantitative variables
- Interpret linear models
- Evaluate statistical studies

- Compare probabilities of compound events
- Interpret data using independence and conditional probability

## General Electives

### HSE013: Art Appreciation

An introduction to various forms of art throughout history, from prehistoric to modern; also discusses elements of design, symbolism, and purposes of art to enable students to evaluate the meaning and quality of individual works. Learn about the most important artists of each era, as well as the cultural influences that shaped their approaches to painting, sculpture, or architecture.

- Outline influences of early civilization on Western art
- Discover influential artists during the Western Roman Empire, European medieval period, and Italian Renaissance
- Investigate influential artists during the late medieval period to modern era
- Determine social and historical forces that shaped art's "isms" from the 19th, 20th, and 21st centuries

### HSE009: Business Math

A review of basic math skills and principles along with a study of various business math topics such as income, maintaining a checking account, interest, installment buying, discounts, and markups.

- Investigate business problems involving whole numbers
- Solve business problems involving decimals, fractions, and measurements
- Examine business problems involving percentages

### HSE002: Economics

Compares and contrasts the economic systems that people use in various parts of the world. Discusses the function of money, the law of supply and demand, and the role of banks and government within capitalist economies.

- Explain the fundamentals of economics
- Describe the role of the consumer and labor force on the economy
- Describe the role of businesses and governments on the economy
- Identify the aspects of the global economy

### HSE010: English Communication

Explains how to avoid grammatical errors when writing sentences and paragraphs; how to make words work for you; and how to improve your image by using the right word in the right place.

- Navigate word usage through vocabulary and spelling
- Define root words with appropriate prefixes and suffixes

- Construct paragraphs with topic sentences, related details, transition sentences, and grammar

---

### HSE008: General Science

---

In this course, students will be introduced to several branches of science and engineering, including environmental science, agricultural science, oceanography, human anatomy and physiology, biotechnology, and engineering design.

- Examine human impacts on the Earth's environment and the ability of individuals and communities to influence environmental policy
- Explore the societal, financial, and environmental impact of the agriculture industry in the United States
- Investigate the geography, physical and chemical properties, and biology of the oceans
- Discover principles of human anatomy and physiology and how the human body maintains homeostasis
- Explore aspects of the biotechnology industry, techniques used in biotechnology, and applications of biotechnology
- Investigate engineering design theories, models, processes, and applications in various industries

---

### HSE014: Microsoft Word & Excel

---

Learn how to use Microsoft® Word™ to create, edit, and illustrate documents. Learn about the most widely used spreadsheet program, Microsoft® Excel™. Excel™ can perform numerical calculations and is also useful for non-numerical applications such as creating charts, organizing lists, accessing data, and automating tasks.

- Identify how to create various Microsoft Word documents
- Identify how to create various Microsoft Excel documents

---

**Note:** The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.

---