

# High School

## Language Arts

### Language Arts I: Grade 9

Language Arts I is a full-credit course. Featuring an interactive textbook, students will engage in interactive tutorials, multimedia presentations, and much more. This course incorporates the following topics:

- In-depth Grammar Study (units are interspersed throughout the course)
- In-depth Vocabulary Study
- Composition units on personal and descriptive writing (including the writing process).
- Literature units covering various short stories, poetry, Shakespeare's *Romeo and Juliet*, one fiction novel: *To Kill a Mockingbird* by Harper Lee, and one nonfiction novel: *Night* by Elie Wiesel.
- Additionally, this course concludes with a cumulative, comprehensive "Word Journal", which the students work to compile throughout the course.
- Students will also be asked to complete a research project and power point presentation.

### Language Arts II: Grade 10 (Prerequisite: Language Arts I)

Language Arts II is a full-credit course. Featuring an interactive textbook, students will engage in interactive tutorials, multimedia presentations, and much more. In order to register for Language Arts II, students must have successfully completed Language Arts I or the equivalent as a prerequisite. This course incorporates the following topics:

- In-depth Grammar Study (units are interspersed throughout the course)
- In-depth Vocabulary Study
- Composition units on personal, descriptive and narrative writing.
- Literature units covering the following genres: short story, poetry and nonfiction.
- Novels include *Lord of the Flies* by William Golding, *All Quiet on the Western Front* by Enrich Remarque, and *Julius Caesar*.
- Additionally, this course presents a brief Shakespeare unit.
- Students will also be asked to complete a research project and power point presentation.

### Language Arts III: Grade 11 (Prerequisite: Language Arts II)

Language Arts III is a full-credit course. Featuring an interactive textbook, students will engage in interactive tutorials, multimedia presentations, and much more. In order to register for Language Arts III, students must have successfully completed Language Arts II or the equivalent as a prerequisite. This course incorporates the following topics:

- In-depth Grammar Study (units are interspersed throughout the course)
- In-depth Vocabulary Study
- Composition units on personal writing, descriptive writing and the writing process, poetry.
- Literature units covering the following genres: short story.
- Novels include: *The Scarlet Letter* by Nathaniel Hawthorne, and *The Great Gatsby* by F. Scott Fitzgerald
- In addition, this course presents a closing unit on research paper composition.
- Students will also be asked to complete a research project and power point presentation.

### Language Arts IV: Grade 12 (Prerequisite: Language Arts III)

Language Arts IV is a full-credit course. Featuring an interactive textbook, students will engage in interactive tutorials, multimedia presentations, and much more. In order to register for Language Arts IV, students must have successfully completed Language Arts III or the equivalent as a prerequisite. This course incorporates the following topics:

- Grammar Review (brief units are interspersed throughout the course)
- In-depth Vocabulary Study
- Composition units on personal, reflective and expository writing, persuasive writing and English poetry.
- Novels include *Frankenstein* by Mary Shelley, *1984* by George Orwell, and *Macbeth* by William Shakespeare.
- Students will also be asked to complete a research project and power point presentation.

*"I love Progress Academy because I can work at my own pace. This year I want to do Algebra and move on to Geometry, and I can do that. My goal is to complete the 10th and 11th grades this year, and with Progress I can!"*

—Barbara, student

# Math

## Introduction to Algebra: Any level

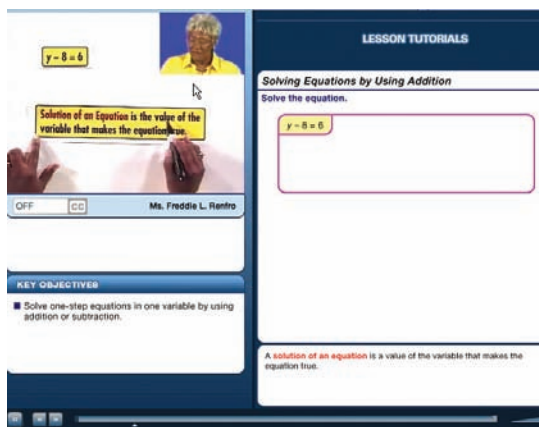
Introduction to Algebra is a full-credit high school Math course. In addition to an interactive virtual Math textbook, this course features a wealth of resources including interactive practice experiences, virtual manipulatives, lesson tutorial videos, worksheets and much more. This course covers the following topics:

- Basic Tools for Algebra and Geometry
- Exploring Integers
- Solving One-Step Equations and Inequalities
- Rationales: Patterns in Addition, Subtraction, Multiplication and Division
- Understanding Ratios, Proportions and Percents
- Solving Multi-Step Equations and Inequalities
- Functions and Graphing
- Exploring Factors and Fractions
- More Statistics and Probability
- Applying Algebra to Geometry
- Measuring Area and Volume
- Polynomials

## Algebra I: Any level (Prerequisite: Intro to Algebra)

Algebra I is a full-credit high school Math course. In addition to an interactive virtual Math textbook, this course features a wealth of resources including interactive practice experiences, virtual manipulatives, lesson tutorial videos, worksheets and much more. This course covers the following topics:

- Exploring Expressions, Equations and Functions
- Exploring Rational Numbers
- Analyzing and Solving Linear Equations
- Using Proportional Reasoning
- Graphing Relations and Functions
- Solving Linear Inequalities
- Solving Systems of Linear Equations and Inequalities
- Exploring Polynomials
- Using Factoring
- Exploring Quadratic and Exponential Functions
- Exploring Rational and Radical Expressions and Equations



*“Progress Academy allows me the freedom to work at my own pace. I can go back and review concepts that I did not understand the first time.”*

*—Meghan, student*

## Geometry: (Prerequisite: Algebra I)

Geometry is a full-credit high school Math course. In order to register for Geometry, students must have successfully completed Algebra I, or the equivalent, as a prerequisite. In addition to an interactive virtual Math textbook, this course features a wealth of resources including interactive practice experiences, virtual manipulatives, lesson tutorial videos, worksheets and much more. This course incorporates the following topics:

- Reasoning in Geometry
- Segment Measuring and Coordinate Graphing
- Angels, Parallels and Triangles
- Quadrilaterals
- Similarity and Congruence
- Polygons and Area
- Circles and Circle Relationships
- Surface Area and Volume
- Right Triangles and Trigonometry
- Formalizing Proof
- More Coordinate Graphing and Transformation
- Constructions and Geometry

# High School

## Math

### Algebra II: (Prerequisite: Algebra I and Geometry)

Algebra II is a full-credit high school Math course. In order to register for Algebra II, students must have successfully completed both Algebra I and Geometry or the equivalents as prerequisites. In addition to an interactive virtual Math textbook, this course features a wealth of resources including interactive practice experiences, virtual manipulatives, lesson tutorial videos, worksheets and much more. This course covers the following topics:

- Solving Equations and Inequalities
- Linear Relations and Functions
- Systems of Equations and Inequalities
- Matrices
- Polynomials and Polynomial Functions
- Quadratic Functions and Inequalities
- Conic Sections
- Rational Expressions and Equations
- Exponential and Logarithmic Relations
- Sequences and Series
- Probability and Statistics
- Trigonometric Functions, Graphs and Identities

*"Our son Brandon loves Progress Academy. He does not have to be reminded to get to school. He used to hate Math (struggled with it), and now it is his favorite subject. He never liked school this much before!*

*In public school he never got good grades like he does now. We are referring Progress Academy to our friends."*

*—Wade and Pansy,  
Progress parents*

### Advanced Math: Grade 12 (Prerequisite: Must have completed all above Math courses)

Advanced Math is a full credit high school Math course that covers the following topics:

- Real Numbers and Algebraic Expressions
- Exponents and Scientific Notation
- Radicals and Rational Exponents and Expressions
- Equations, Inequalities and Mathematical Models
- Functions and Graphs
- Polynomial and Rational Functions
- Exponential and Logarithmic Functions
- Matrices and Determinates
- Conic Sections and Analytic Geometry
- Sequences, Induction and Probability

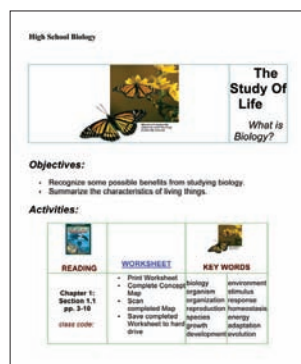


# Science

## Life Science: Grade 9

Life Science is a full-credit high school Science course. Students will demonstrate mastery and understanding of how living systems function and how they interact within a physical environment. This course features an interactive virtual textbook, scientific videos and lab manuals combined with fun “hands-on” science experiments and mini-projects to be completed at home. Students can listen to textbook audio, conduct virtual investigations and watch lab videos and virtual concepts. This course covers the following topics:

- Exploring and Classifying Life
- Cells: Structures, Processes and Cellular Reproduction
- Heredity and Adaptations Over Time
- Bacteria, Protists and Fungi
- Plants
- Mollusks, Worms, Arthropods and Echinoderms
- Fish, Amphibians and Reptiles
- Birds and Mammals
- Animal Behavior
- Animal Systems I: Skeletal, Digestive, Circulation, Respiration and Excretion
- Animal Systems II: Control/Coordination, Reproductive and Immune
- Interactions of Life and Ecosystems



Lessons clearly state the student's learning objectives

## Physical Science: Grade 9

Physical Science is a full-credit high school Science course. This course features an interactive virtual textbook, scientific videos and lab manuals combined with fun “hands-on” science experiments and mini-projects to be completed at home. Students can listen to textbook audio, conduct virtual investigations and watch lab videos and virtual concepts. Students will demonstrate mastery and understanding of physical systems and interactions in our world. This course covers the following topics:

- The Nature of Science
- Science and Safety Skills
- Measurement
- Atoms, Elements and the Periodic Table
- States of Matter
- Matter Properties and Changes
- Motion and Momentum
- Force and Newton's Laws
- Energy, Work and Simple Machines
- Thermal Energy
- Waves and Sound
- Electromagnetic Waves
- Lights, Mirrors and Lenses
- Electricity and Magnetism



## Earth Science: Grade 9

Earth Science is a full-credit high school Science course. This course features an interactive virtual textbook, scientific videos and lab manuals combined with fun “hands-on” science experiments and mini-projects to be completed at home. Students can listen to textbook audio, conduct virtual investigations and watch lab videos and virtual concepts. Students will demonstrate mastery and understanding of how the Earth's systems and processes interact. This course covers the following topics:

- The Nature of Science
- Matter and Its Changes
- Earth Materials and Rocks
- Earth's Energy and Mineral Resources
- Views of the Earth: Landforms, Navigation and Maps
- Soil Science: Weathering and Erosion Forces
- Plate Tectonics, Earthquakes and Volcanoes
- Energy, Work and Simple Machines
- Clues to the Earth's Past and Geologic Time
- Atmosphere, Weather and Climate
- Ocean Motion and Oceanography
- Our Impact on Land, Water and Air
- Exploring Space
- The Sun-Earth-Moon System and the Solar System
- Stars and Galaxies

# High School

## Science

### Biology: Grade 10

Biology is a full-credit high school Science course. Students will demonstrate mastery and understanding of how living systems function and how they interact within a physical environment. This course features an interactive virtual textbook, scientific videos and lab manuals combined with fun “hands-on” science experiments and mini-projects to be completed at home. Students can listen to textbook audio, conduct virtual investigations and watch lab videos and virtual concepts. This course incorporates the following topics:

- The Study of Life: the Characteristics of Living Things
- Principles of Ecology; Communities and Biomes
- Population Biology: Biological Diversity and Conservation
- A View of the Cell: Cellular Transport and the Cell Cycle
- Cellular Energy
- Mendel and Meiosis; DNA and Genes
- Patterns of Heredity and Human Genetics
- Genetic Technology
- Life History: the Evolution Theory
- Organizing Life’s Diversity
- Viruses, Bacteria, Protists and Fungi
- Plants: Diversity, Structure, Function and Reproduction
- The Human Body: Protection, Support and Locomotion
- The Digestive, Endocrine, and Nervous Systems
- Human Respiration, Circulation, Excretion, Reproduction and Development
- The Human Immune System
- Animal Structures: Sponges, Cnidarians, Flatworms and Roundworms; Mollusks and Segmented Worms; Arthropods; Echinoderms and Invertebrate Chordates; Fishes and Amphibians; Reptiles and Birds; Mammals
- Animal Behavior

### Environmental Science: Grade 11

Environmental Science is a full-credit high school Science course designed to meet the revised Ohio Academic Standards for Science. This course features the Holt interactive virtual textbook, scientific videos combined with hands-on science experiments and mini-projects. The subject matter covers the following topics:

- Global Environmental issues
- Historical Environmental issues and Information
- Your impact on the environment

### Chemistry: Grade 11 (Prerequisite: Biology)

Chemistry is a full-credit high school Science course. In order to register for Chemistry, students must have successfully completed Biology or the equivalent as a prerequisite. This course features an interactive virtual textbook, scientific videos and lab manuals combined with fun “hands-on” science experiments and mini-projects to be completed at home. Students can listen to textbook audio, conduct virtual investigations and watch lab videos and virtual concepts. This course covers the following topics:

- The Science of Matter
- Matter and Atomic Composition
- Introduction to the Periodic Table
- Formation and Types of Compounds
- Chemical Reactions and Equations
- Completing the Model of the Atom
- The Periodic Properties of the Elements
- Chemical Bonding
- The Kinetic Theory of Matter
- Behavior of Gases
- Chemical Quantities
- Water and Its Solutions
- Acids, Bases, and pH
- Oxidation: Reduction Reactions
- Electrochemistry

### Physics: Grade 12

Physics is a full-credit high school Science course. This course features an interactive virtual textbook, scientific videos and lab manuals combined with fun “hands-on” science experiments and mini-projects to be completed at home. Students can listen to textbook audio, conduct virtual investigations and watch lab videos and virtual concepts. This covers the following topics:

- Matter
- Energy
- The study of phenomena associated with mechanics, heat, wave, sounds, electricity and magnetism, light, and atomic and nuclear structure.

# Social Studies

## U.S. History: Grade 9

U.S. (American) History is a full-credit high school Social Studies course that covers U.S. History from 1877-present. The students will learn how events since the end of the Civil War created the United States, as we know it today. Students can engage in an interactive textbook featuring readers and study guides, biographies, audio, maps, videos and much more. This course covers the following topics:

- The Western Movement and the Gilded Age
- Industrialization and Urban America
- The Rise of the U.S. as a World Power and the Progressive Movement (1890-1920)
- America in World War I and Post World War I
- The Great Depression and the New Deal
- America and World War II
- Post World War II America and the Cold War
- A Changing Society: 1960 to the Present

## Government: Grade 10 (Prerequisite: U.S. History)

Government (or American/U.S. Government) is a half-credit high school Social Studies course. In order to register for Government, students must have successfully completed high school-level U.S. History or the equivalent as a prerequisite. Students can engage in an interactive textbook featuring readers and study guides, biographies, audio, maps, videos and much more. This course incorporates the following topics:

- Foundations of American Government
- The Constitution of the United States
- The Federal System
- The Legislative Branch
- How Congress Works
- The Legislative Process
- The Executive Branch
- The Federal Bureaucracy
- The Federal Courts
- Constitutional Rights
- Citizenship and Equal Justice
- Elections and Voting
- Political Systems in Today's World
- Development of Global Economic Systems
- Financial Literacy Integration

## World History (Modern): Grade 11

World History is a full-credit high school Social Studies course that covers World History from 1500-present. This course will examine the history of the world, from the achievements of the 16th century to current world situations. Students can engage in an interactive textbook featuring readers and study guides, biographies, audio, maps, videos and much more. This course covers the following topics:

- The Renaissance and Reformation
- Exploring the New World
- The Empires of Asia
- The English, American and French Revolutions
- Scientific, Industrial and Cultural Revolutions
- The Age of Imperialism
- WWI, WWII, and their Aftermaths
- The Cold War and Beyond
- A New World Order

## Geography: Grade 12

This full-credit elective course is designed to give high school students an overview of world geography. It will examine the physical, cultural and environmental geography of our planet. Students will gain an understanding of their location in the world and the ever-increasing interdependence between their location and the rest of the world. Students can engage in an interactive textbook featuring readers and study guides, biographies, audio, maps, videos and much more.



# Electives

## Art & Music

### Art Composition

This course is Art Composition with a technology twist. Art Composition are half-credit high school elective courses. This Art class utilizes technology by incorporating a portfolio, artist study/critique and online article reviews. Not only will students study Art, but they will also create their own works by completing challenging projects. Students must complete Part I before taking Part II.

### Art History: Part I and II

These courses are Art History with a technology twist. Art History I and II are half-credit high school elective courses focusing on Ohio Academic Content Standards for Art III. Students will create their own history timeline and study the eras of Art style online, exploring the artist icons of that period. Students must take Part I before taking Part II. This course includes the following topics:

- Historical, Social and Cultural Contexts
- Creative Expression and Communication
- Analyzing and Responding
- Valuing Arts and Aesthetic Reflection
- Connection, Relationships and Applications

### Drama

Drama is a half-credit high school elective course designed to introduce students to the exciting world of drama. This course incorporates the following topics:

- The Stage's Physical Characteristics: types of stages, parts of a stage, stage directions and body angles
- History and Development of Drama: origins of theater; Greek theater and playwrights; and Roman theater and playwrights
- The Importance of the Human Voice in Dramatic Productions: speech, properties of tone, accents and dialects
- The Play: reading a script, elements of dramatic plot, genres and styles of plays
- Medieval Theater: medieval history, Italian renaissance, Spanish renaissance and medieval playwrights
- English Renaissance and Elizabethan Theater
- Unit Project: "A Midsummer Night's Dream" by William Shakespeare
- Modern Theater: Broadway, famous playwrights and musicals
- Unit Project: "Our Town" by Thornton Wilder

### Music Technology

Music Technology is a half-credit high school elective course that explores the connection between technology and today's music. Students will develop a basic understanding of musical forms, movements and styles. Students will also be introduced to the basics of musical composition and learn how to use internet and technology resources to compose their own music.

### Music Appreciation (Prerequisite: Music Technology)

Music Appreciation is a half-credit high school elective course. Students study various composers, instruments and music styles from the past and present. This course includes the following topics:

- Historical, Social and Cultural Contexts
- Creative Expression and Communication
- Analyzing and Responding
- Connection, Relationships and Applications

### Music History I

Music History I is a half-credit high school elective course. Students explore the history of music from pre-literate and ancient eras to contemporary times.

### Music History II

Music History II is a half-credit high school elective course. This course includes listening and instrument and composer studies. Students explore the history of music from pre-classical to today.

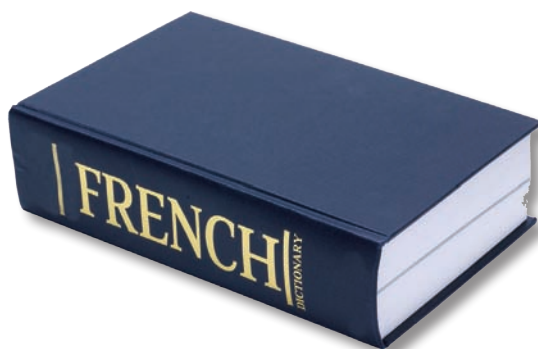
## Foreign Language

### French I

French I is a full-credit high school elective course designed to give students a solid foundation in beginner French. Students will learn the basics of the French language including grammar, vocabulary, nouns and verbs, phrases and conversational usage. In addition, students will be introduced to French culture and study the connections between the English and French languages.

### French II: (Prerequisite: French I)

French II is a full-credit high school elective course designed to build on the solid foundation that students acquired from French I. Students registering for French II must have successfully completed the elective course French I, or its equivalent, as a prerequisite. Students will continue to learn French language basics including grammar, vocabulary, nouns and verbs, as well as more advanced phrasing, sentence structures and conversational usage. In addition, students will study various French-speaking cultures and the connections between the English and French languages.



### Spanish I

Spanish I is a full-credit high school elective course designed to give students a solid foundation in beginner Spanish. Students will learn the basics of the Spanish language including grammar, vocabulary, nouns and verbs, phrases and conversational usage. In addition, students will be introduced to Hispanic cultures and study the connections between the English and Spanish languages.

### Spanish II: (Prerequisite: Spanish I)

Spanish II is a full-credit high school elective course designed to build on the solid foundation that students acquired from Spanish I. Students registering for Spanish II must have successfully completed the elective course Spanish I, or its equivalent, as a prerequisite. Students will continue to learn Spanish language basics including grammar, vocabulary, nouns and verbs, as well as more advanced phrasing, sentence structures and conversational usage. In addition, students will study various Spanish-speaking cultures and the connections between the English and Spanish languages.

### Spanish III: (Prerequisite: Spanish II)

Spanish III is a full-credit high school elective course designed to build on the solid foundation that students acquired from Spanish II. Students registering for Spanish III must have successfully completed the elective course Spanish II, or its equivalent, as a prerequisite. Students will continue to learn Spanish language basics including grammar, vocabulary, nouns and verbs, as well as more advanced phrasing, sentence structures and conversational usage. In addition, students will study various Spanish-speaking cultures and the connections between the English and Spanish languages through the Holt interactive virtual textbook.

## Social Studies

### Economics: Grade 10

Economics is a half-credit elective course. Students can engage in an interactive textbook featuring readers and study guides, biographies, audio, maps, videos and much more. Students will learn how Economics has and will shape our country, with topics such as:

- Scarcity and Opportunity Costs
- Economics Problems and Current Events
- Market, Mixed and Transition Economies
- Supply and Demand
- Corporations, Partnerships and Sole Proprietor
- Taxes
- Government Regulations
- Stock Market
- Profits and Revenues
- Entrepreneurship

# Electives

## Current Events: Grade 12

Current Events is a full-credit high school elective course examines the current news events developing in our state, nation and world. Students will use various web resources to explore, analyze and discuss the events that shape our lives. Students will keep a current events journal, participate in discussion forums and demonstrate their understanding and opinions about various newsworthy topics. This course emphasizes various cross-curriculum connections and Social Studies skills.

## African American History

This full-credit elective course is designed to give high school students an overview of world geography. It will examine such topics as the birthplace of human history, the slave trade, African-Americans in the new United States and the Civil Rights Movement. Students can engage in an interactive textbook featuring readers and study guides, biographies, audio, maps, videos and much more. This course is also designed to meet the National and State educational standards for African-American History.

## Health & Human Behavior

### Health

Health is a half-credit elective high school course designed to cover the basics of human health. This course incorporates the following topics:

- Taking Responsibility for Your Health and Skills for a Healthy Life
- Understanding the Consequences of Substance Abuse
- Human Growth and Development
- Consumer Health (Being a Healthy Consumer)
- Understanding Disease
- What to Do in an Emergency
- Interactive Web-based Unit, "The Virtual Body"

### Physical Education (P.E.)

Physical Education is a half-credit elective course for high school students designed to teach activities that promote physical fitness and overall well-being. This course incorporates the following topics:

- Taking Charge of Your Fitness
- Nutrition
- Body Systems: Maintaining the Infrastructure
- Mental and Emotional Wellness
- Fitness First Aid: Preventing Injury
- Sports and Fitness Discovery
- Comprehensive Summary Unit, "Evaluating Progress: Continuous Improvement"

### Psychology

Psychology is a full-credit elective high school course. Students will learn the basics of Psychology, studying human behavior through the application of the experimental (scientific) method. This course incorporates the following topics:

- Introduction and Research Methods
- Lifespan Development: Infancy, Childhood, Adolescence, Adulthood and Old Age
- The Biological Basis of Behavior
- Psychological Testing and Disorders
- Learning and Cognitive Processes: Memory, Thinking, Language, Learning, Emotions and Personality
- Sensation and Perception and Altered States of Consciousness
- Infancy, Childhood, Adolescent and Adulthood
- Social Psychology

### Health Foundations

Health Foundations is an entry-level, half-credit high school elective course designed for students who are interested in Health related careers. Students explore jobs such as running the front desk of a family practice, assisting in the operating room or becoming a nurse. This course develops a foundation of knowledge and skills necessary to work in healthcare. This course is based on the Career and Technical ITACS for Health Careers.

Sociology Grade 9

## Sociology: Grade 9

Sociology is a full-credit elective high school course. Students will learn the basics of Sociology, studying the current theories and allows students to discover the meaning behind behavior and society's impact. Through the Holt virtual textbook, the course incorporates the following topics:

- Culture and Social Structure
- The Individual in Society
- Social Inequality
- The Changing Social World
- Social Institutions

# Language Arts

## English Support

English Support is an entry-level, half-credit high school elective course designed for remedial study. This course is recommended for state assessment remediation.

## Reading Support

Reading Support is an entry-level, half-credit high school elective course designed to provide special assistance in the development of reading skills and strategies for students who cannot construct meaning from what they have read. This course is recommended for state assessment remediation.

## Writing Skills

Writing Skills is a quarter-credit high school elective course designed to give students a solid foundation in basic writing skills. This course incorporates the following topics:

- Parts of Speech
- Writing a Sentence
- Usage and Basic Grammar
- Punctuation
- The Writing Process and Different Types of Writin
- Writing a Paragraph
- A composition project utilizing the writing fundamentals covered in the course.

## Creative Writing

This half-credit high school elective course is designed to help students become skilled writing various genres of imaginative writing. Assigned readings will provide examples of the written forms and stylistic possibilities students will be encouraged to utilize in their own written work. Purposeful innovation will be strongly encouraged. Students will produce a portfolio of completed writings, including drafts and revisions, which will form the primary basis for evaluation of their work.

## Mythology

Mythology is a half-credit high school elective course designed for students who thrive in literature and writing. Students will explore the concepts of Mythology in all natures and grow their reading skills.

## Classical Tragedies

Classical Tragedies is a half-credit elective course designed primarily for college-bound high school students. Students will read and explore some of the great literary masterpieces of Western Civilization-- Greek and Shakespearean Tragedies. There are no prerequisites for this course, but students should be skilled at reading literature at or above their grade level. This course incorporates the following topics:

- What Defines "Tragedy?"
- Introduction to Greek Tragedy
- "Antigone"--in English Translation
- "Oedipus at Colonus"--in English Translation
- "Oedipus Tyrannous" (Oedipus the King)--in English Translation
- Shakespearean Drama: Ambition and Anguish
- The Tragedy of Shakespeare's "Macbeth"



# Electives

## Math

### Basic Math

Basic Math is a half-credit high school elective course. Basic Math is designed specifically as an elective intervention for students and is remedial in nature. This course covers the following topics:

- Place Value
- Compare and Order Numbers
- Addition and Subtraction
- Properties of Addition
- Multiplication and Division
- Properties of Multiplication
- Exponents
- Operations
- Range, Median, Mean, Mode
- Graphs
- Measurement
- Perimeter and Area
- Prime and Composite Numbers
- Factors and Multiples
- Fractions
- Decimals

### Transitional Math

Transitional Math is a full-credit high school course. This course is recommended for state assessment remediation. This course covers the following topics:

- Decimals
- Managing your money
- Marketing
- Business Analysis
- Intro to Algebra
- Intro to Geometry
- Introduction to Accounting
- Making Purchases including Credit Cards and Cash

### Business Math

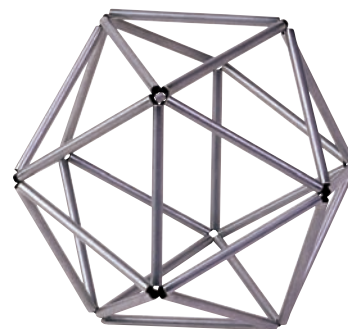
Business Math is a full-credit high school course. This course covers the following topics:

- Gross and Net Income
- Checking Accounts, Savings Accounts and Interest Calculations
- Cash Purchases
- Charge Accounts, Credit Cards and Loans
- Automobile Transportation and Housing Costs
- Insurance and Investments
- Record keeping
- The Employee: Personnel Factors
- Production and Manufacturing
- Business Purchasing, Sales and Marketing
- Warehousing and Distribution
- Business Services, Accounting and Financial Management
- Corporate Planning

### Accounting

Accounting is a half-credit high school Math elective course. This course is designed to give a student an introductory glance at the Accounting field. Students will focus their studies on the following topics:

- Accounting Careers
- The Accounting Equation
- The Accounting Cycle
- Business Transactions
- Banking Activities
- Payroll Accounting



# Technology

## Computer Skills: Any Level

Computer Skills is a half-credit high school elective course designed to introduce students to computer basics. This course incorporates the following topics:

- Introduction to Computers: Hardware and Software
- Input, Output and Storage Devices
- Processing: How Computers “Think”
- Operating Systems and Windows XP
- The Internet and its Usage
- Managing Files and Folders
- Introduction to Email
- Keyboarding Skills and Assessment

## Office XP (Prerequisite: Computer Skills)

Office XP is a half-credit high school elective course designed to give students an introductory look at Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

## Multimedia Technology: (Prerequisites: Computer Skills and Office XP)

Multimedia Technology is a half-credit high school elective course that teaches students basics of several Microsoft Office programs. This course incorporates the following topics:

- Getting to Know Microsoft Office XP
- Working with Microsoft Word
- Controlling Numbers with Microsoft Excel
- Making Presentations with Microsoft PowerPoint
- Office XP Keyboard Shortcuts

## Web Design I (Prerequisites: Computer Skills and Office XP and Multimedia Tech)

Web Design is a full-credit high school elective course designed to keep students “tech savvy.” This course includes the following topics:

- The arrangement and creation of web pages that make up a website.
- The selection and coordination of available components to create the layout and structure of a webpage.
- Theoretical layout of graphics, text and images that will eventually be developed into a website.
- Posting/Removing Websites to/from the Web Server
- Web Programming HTML, XML, Etc.
- This course will cover Universal Design and other accessibility methods.

## Web Design II (Prerequisite: Web Design I)

Web Design II is a full-credit high school elective course designed to keep students “tech savvy.” Students must have successfully completed Web Design I, or the equivalent, as a prerequisite. This course includes the following topics:

- Website Design
- Posting/Removing Websites to/from the Web Server
- Web Programming HTML, XML, Etc.
- This course will cover universal design and other accessibility methods.
- This course follows the Career and Technical ITACS/OCAPS.

## Web 2.0

Web Skills 2.0 is a half-credit high school elective course designed to introduce students to web applications used to facilitate information sharing, from the World Wide Web. This course incorporates the following topics:

- Gmail, calendar, and Google docs
- Blogging
- Social Networking
- Online Storage
- Podcats/Vodcasts
- Wiki
- Digital Media
- Web 3.0 and Beyond

# Electives

## Valuable Skills

### Life Skills (Personal Development): Any Level

Life Skills is a half-credit high school elective course designed to introduce students to the basics skills needed for a healthy and successful life. This course incorporates the following topics:

- Social Skills
- Telephone Skills
- Health and Nutrition
- Employability
- Understanding the Law
- Money Management
- Decision-Making

### Study Skills: Any Level

Study Skills is a quarter-credit high school elective course designed to help students learn the most efficient way to study and learn. This course incorporates the following:

- Learning Styles and Finding Your Personal Style
- Basic Reading, Writing and Organizational Skills
- Goal-Setting and Time Management

### Work Study I: Any Level

Work Study I is a half-credit high school elective course designed to give students a solid foundation in career planning and development. Students will study and learn about career selection and employment strategies. This course incorporates the following topics:

- Playing the Careers Game
- Important Writing Skills: Resume and Cover-Letter Writing
- How Education In School Helps Your Career
- Interview Strategies and Role-Playing
- Job Search Strategies

### Work Study II: Any Level (Prerequisite: Work Study I)

Work Study II is a half-credit high school elective course designed to build on the career skills mastered in Work Skills I. Students will learn about employability strategies and how to plan for workplace and career success. This course incorporates the following topics:

- Skills Needed in the Workplace: Attitude, Speech, Appearance and Actions
- Safety and Wellness on the Job
- A Healthy Outlook and Job Performance
- Teamwork and Success on the Job
- Positive Communication Skills
- Work and Life: a Balancing Act

### Career Exploration (Prerequisite: Work Skills I and II)

Career Exploration is a half-credit high school elective course that includes scheduled time for students to research and explore different career options. Students will be required to complete a portfolio and a job shadow experience. Students must have successfully completed Work Skills I and II, or the equivalent, as a prerequisite. This course incorporates the following topics:

- Career Portfolio
- Entrepreneurial Career Options
- Work Skills–Review
- Degree Panning and Career Planning
- Factors Affecting Career Decisions
- Job Cluster Research
- Traditional and Non-traditional Occupations
- Job Analysis

### Business Foundations

Business Foundations is a half-credit high school elective course. This course provides introductory level information for students who are interested in business related careers. This course incorporates the following topics:

- Economics
- Human Resource Management
- Professional Ethics
- Marketing and Advertising
- Information Technology
- Organizational Behavior
- Financial Management
- Entrepreneurship
- Project: "Your Career"
- Accounting

### Office Technology

Office Technology is a half-credit high school elective course. Students learn about the latest trends in technology application for the business environment. This course prepares students for positions as administrative assistants, secretaries and various other positions in a variety of industry settings.

[www.progressacademy.org](http://www.progressacademy.org)



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