



Olive Grove Charter Schools, Inc. High School Course Catalog

The Olive Grove Charter Schools (OGCS) provide flex-based learning for the home environment with both virtual and in-person teacher support, counseling, labs, and tutoring. OGCS grade-level course offerings and OGCS graduation requirements align with both California's minimum high school graduation requirements and the State's [K-12 Content Standards](#) and [Curriculum Frameworks](#).

- [OGCS High School Graduation Requirements](#)
- [California's State Minimum High School Graduation Requirements](#)
- [University of California Requirements for Freshman Admission](#) ([High School A-G Subject Requirements](#))
- [California State University Requirements for Freshman Admission](#)

A typical high school course load is 6 courses. Each semester, OGCS students must enroll in a **minimum of four high school courses**, prorated depending on enrollment start date.

The **deadline to drop** most courses without the title appearing on the transcript is the end of the third full week of each semester. This deadline applies regardless of when a student begins enrollment with Olive Grove. For the 2026-27 school year, the course drop deadlines are as follows:

- First semester: August 28, 2026
- Second Semester: January 29, 2027

The deadline to drop all **Career Technical Education (CTE), Advanced Placement (AP), and Honors** courses is **14 calendar days from the course start date**.

The **deadline to change** from a college-preparatory course (A-G) to a non-college-prep course is the end of the 8th week of the semester. For the 2026-27 school year, the course level change deadlines are as follows:

- First semester: October 2, 2026
- Second Semester: March 5, 2027

Most OGCS high school courses are [A-G approved](#) by the University of California (UC) to fulfill UC high school course completion requirements to be eligible for admission to UC and California State University (CSU). This includes **Advanced Placement (AP)** courses which, when scoring a 3 or higher on the AP exam, may meet university requirements dependent upon the respective university's policies. See, for example, [UC's policies on AP credits](#). OGCS offers AP courses via FlexPoint Virtual School. **OGCS does not administer AP exams**. Students must contact the AP coordinator at a local high school and make arrangements to take the exam(s).

OGCS accepts **transfer credit** from accredited institutions such as public high schools, private schools, and dual enrollment courses offered at California community colleges. OGCS also accepts transfer credit from courses taken through online providers accredited by the Western Association of Schools and Colleges (WASC).

OGCS encourages students to consider **dual enrollment** with one of the many excellent [California Community Colleges](#). Dual enrollment in a California community college allows eligible OGCS high school students to complete college level coursework while earning high school credit in courses that fulfill OGCS high school graduation requirements. OGCS school counselors can assist students and families with college and career pathways including identifying dual-enrollment course options and student financial aid opportunities.

OGCS offers **Credit Recovery** courses in English, Mathematics, and Social Studies. Credit recovery is available when a student did not successfully complete and pass a course in one of the above-mentioned subjects. Credit recovery courses allow a student to test to demonstrate mastery of a unit and progress through the course work at a more rapid pace.

High School Course Titles

Category	Course Title <- click for full catalog	Fall	Spring	Credits	A-G	Notes
A: History / Social Science	Economics	-	✓	5	✓	CP elective for UC a-g purposes
	U.S. Government	✓	-	5	✓	
	U.S. Government CR	✓	✓	5	✓	
	U.S. History	A	B	10	✓	
	U.S. History CR	A	B	10	✓	
	World History	A	B	10	✓	
	World History CR	A	B	10	✓	
B: English	English 1	A	B	10	✓	
	English 1 CR	A	B	10	✓	
	English 2	A	B	10	✓	Pre-req: English 1 or equivalent, e.g. Eng 9
	English 2 CR	A	B	10	✓	
	English 3	A	B	10	✓	Pre-req: English 2 or equivalent, e.g. Eng 10
	English 3 CR	A	B	10	✓	
	English 4	AB	B	10	✓	Pre-req: English 3 or equivalent, e.g. Eng 11
	English 4 CR	AB	AB	10	✓	
C: Mathematics	Pre-Algebra	A	B	10		Same course as MS pre-alg; May not be taken concurrently with any other HS math course
	2-Year Algebra 1 AB	A	B	2.5	✓	
	2-Year Algebra 1 CD	C	D	2.5	✓	
	Consumer Mathematics	A	B	10	✓	Pre-req: Algebra 1; CP elective for UC a-g purposes
	Algebra 1	A	B	10	✓	
	Algebra 1 CR	A	B	10	✓	
	Geometry	A	B	10	✓	Pre-req: Algebra 1
	Geometry CR	A	B	10	✓	
	Algebra 2	A	B	10	✓	Pre-req: Algebra 1 recommended
	Algebra 2 CR	A	B	10	✓	

D: Laboratory Science	Physical Science	A	B	10	✓	
	Physical Science Non-Lab	A	B	10		
	Chemistry	A	B	10	✓	Pre-req: Algebra 1; <i>Lab-based only</i>
	Biology	A	B	10	✓	
	Biology Non-Lab	A	B	10		
E: World Language	Spanish 1	A	B	10	✓	
	Spanish 2	A	B	10	✓	Pre-req: Spanish 1
F: Visual & Performing Arts	Digital Art Imaging 1	A	B	10	✓	Visual; Pre-req: Dig Art A before taking B
	Theatre, Cinema, and Film Production	A	B	10	✓	Performing; CP elective for UC a-g purposes
	Two-Dimensional Studio Art I	A	B	10	✓	Visual
G: College-Prep Electives	Health	✓	✓	5	✓	
	Personal Finance and Money Management	✓	✓	5	✓	Life skills; Pre-req: Algebra 1 recommended
	Digital Business Foundations	A	B	10	✓	Technology
	Psychology	✓	✓	5	✓	Only upperclassmen (11th/12th)
	Holocaust Studies	✓	✓	5	✓	Elective, Pre-req: World History
	Law Studies	✓	✓	5	✓	Elective
	Criminal Justice Operations	A	B	10	✓	Tech/ Voc /Skills (not technology)
	Music of the World	✓	✓	5	✓	Elective (not VPA)
	Artificial Intelligence in the World	✓	✓	5	✓	Tech/Voc/Skills
	Career Research and Decision Making	✓	✓	5	✓	Tech/Voc/ Skills
	Ethnic Studies	✓	✓	5	✓	UC Scout
	Physical Education	✓	✓	5		PE (log-based)
	Study Skills	A	B	1-2.5		SPED students only (log-based)

See select course descriptions below, beginning on page 9.



Career Technical Education Course Titles (offered through eDynamic Learning)

Pathway	Course Title	Credits	Notes
Cosmetology	Cosmetology 1: Cutting Edge Styles	5	
	Cosmetology 2: The Business of Skin and Nail Care	5	
	Cosmetology 3a: Introduction to Hair Skills	5	
	Cosmetology 3b: Waving, Coloring, and Advancing Hair Skills	5	
	Cosmetology 3b: Waving, Coloring, and Advancing Hair Skills	5	
	Workplace & Internship Readiness: Preparing for Work & Life	5	
Health Science & Medical Technology			
	Medical Terminology 1a: Introduction	5	The first two courses are the same for each focus area listed below.
	Medical Terminology 1b: Discovering Word Foundations	5	
Healthcare Operational Support Services			
	Medical Office Administration 1a: Introduction	5	
	Medical Office Administration 1b: Vital to the Front Office	5	
Mental & Behavioral Health			
	Human and Social Services 1	5	
	Peer Counseling I	5	
Patient Care (Allied Health Assistant)			
	Allied Health Assistant 1a: Introduction	5	
	Allied Health Assistant 1b: Skills and Specialties	5	
Patient Care (Emergency Medical Responder)			
	Anatomy and Physiology 1a: Introduction	5	
	Anatomy and Physiology 1b: Discovering Form and Function	5	
	Emergency Medical Responder 1a: Introduction	5	
	Emergency Medical Responder 1b: Prepared for Action	5	
Patient Care (Medical Assistant)			
	Anatomy and Physiology 1a: Introduction	5	
	Anatomy and Physiology 1b: Discovering Form and Function	5	



	Medical Assistant 1a: Introduction	5	
	Medical Assistant 1b: Medical Assisting in Action	5	
Patient Care (Nursing Assistant)			
	Anatomy and Physiology 1a: Introduction	5	
	Anatomy and Physiology 1b: Discovering Form and Function	5	
	Nursing Assistant 1a: Introduction	5	
	Nursing Assistant 1b: Patient Care	5	
Public and Community Health			
	Health Science: Public Health Part 1	5	
	Health Science: Public Health Part 2	5	
Business Management			
	Business Information Management 1a: Introduction	5	The first two courses are the same for each focus area listed below.
	Business Information Management 1b: Data Essentials	5	
Administrative Specialist			
	Office Administration 1a: Introduction	5	
	Office Administration 1b: Running the Office	5	
Legal Administrative Specialist			
	Legal Admin Specialist 1a: Introduction	5	
	Legal Admin Specialist 1b: Taking Care of the Legal Office	5	
Manager	Management 1a: Introduction	5	
	Workplace & Internship Readiness	5	Recommended concurrent course with Management 1a
	Management 1b: Insight & Oversight	5	
Entrepreneur	Entrepreneurship 1a: Introduction	5	
	Entrepreneurship 1b: Make Your Idea a Reality	5	

See CTE Pathways & course descriptions below, beginning on page 12.



Advanced Placement and Honors Course Titles (offered through FlexPoint Virtual School)

Course Category	Course Title	Fall	Spring	Credits	A-G	Notes
A: History / Social Science	AP Human Geography	A	B	10	✓	meets OGCS elective grad requirement - not Social Studies
	AP U.S. Government and Politics	✓	✓	5	✓	
	AP U.S. History	A	B	10	✓	
B: English	AP English Language Composition	A	B	10	✓	
	AP English Literature Composition	A	B	10	✓	
C: Mathematics	Pre-Calculus Honors	A	B	10	✓	
	Calculus Honors	A	B	10	✓	
	AP Calculus AB	A	B	10	✓	
	AP Calculus BC	A	B	10	✓	
	AP Computer Science A	A	B	10	✓	
	AP Computer Science Principles	A	B	10	✓	
	AP Statistics	A	B	10	✓	
D: Laboratory Science	AP Biology	A	B	10	✓	
	AP Environmental Science	A	B	10	✓	
F: Visual & Performing Arts	AP Art History	A	B	10	✓	
G: College-Prep Electives	AP Macroeconomics	✓	✓	5	✓	
	AP Microeconomics	✓	✓	5	✓	
	AP Psychology	A	B	10	✓	



Suggested Four-Year Plan to Meet OGCS High School Graduation Requirements		
	FALL SEMESTER	SPRING SEMESTER
9th Grade	- English 1A - Pre-Algebra A or Algebra 1A - Physical Science A - Health OR Ethnic Studies - Visual/Performing Arts or World Language	- English 1B - Pre-Algebra B or Algebra 1B - Physical Science B - Health OR Ethnic Studies - Visual/Performing Arts or World Language
10th Grade	- English 2A - Geometry A (or Algebra 1A, if not completed in 9th) - Biology A - Physical Education A - World History A - Technology / Life Skills / Vocational Elective	- English 2B - Geometry B (or Algebra 1B, if not completed in 9th) - Biology B - Physical Education B - World History B - Technology / Life Skills / Vocational Elective
11th Grade	- English 3A - U.S. History A - Physical Education A - Elective (or Geometry A if not completed in 10th) - CTE	- English 3B - U.S. History B - Physical Education B - Elective (or Geometry B if not completed in 10th) - CTE
12th Grade	- English 4A - U.S. Government - Elective - Elective - CTE	- English 4B - Economics - Elective - Elective - CTE

Suggested Four-Year College-Preparatory Plan		
	FALL SEMESTER	SPRING SEMESTER
9th Grade	• English 1A • Geometry A • Physical Science A • Health OR Ethnic Studies • Visual/Performing Arts A • World Language 1A	• English 1B • Geometry B • Physical Science B • Health OR Ethnic Studies • Visual/Performing Arts B • World Language 1B
10th Grade	• English 2A • Algebra 2A • Biology A • Physical Education A • World History A • World Language 2A	• English 2B • Algebra 2B • Biology B • Physical Education B • World History B • World Language 2B
11th Grade	• English 3A or AP English Language & Composition A • Pre-Calculus A • Chemistry A or AP science course • U.S. History A or AP U.S. History A • Physical Education A • Elective/CTE	• English 3B or AP English Language & Composition B • Pre-Calculus B • Chemistry B or AP science course • U.S. History B or AP U.S. History B • Physical Education B • Elective/CTE
12th Grade	• English 4A or AP English Language & Literature A • U.S. Government or AP U.S. Government • AP Statistics Sem 1 or AP Calculus AB Sem 1 • Technology / Life Skills / Vocational Elective • Elective/CTE • Dual Enrollment course	• English 4B or AP English Language & Literature B • Economics or AP Macroeconomics or AP Microeconomics • AP Statistics Sem 2 or AP Calculus AB Sem 2 • Technology / Life Skills / Vocational Elective • Elective/CTE • Dual Enrollment course



Select Course Descriptions

World Languages

Spanish 1 A/B (P)

LENGTH:	☐	One Semester	☒ Two Semesters
PREREQUISITE: None			

Open the door to all the possibilities of your Spanish language passport! Sip your virtual cafecito as you delve into topics like school, daily escapades, food preferences, nationalities, family, sports, music, clothing, transportation, and weather. On this journey you'll unearth a trove of cultural gems, discovering the richness of different Spanish-speaking countries through breath-taking locations, unique celebrations, and cherished traditions. Your goal is to master the basics—the key to unlocking Spanish conversations. Are you prepared for this exciting new adventure?

Spanish 2 A/B (P)

LENGTH:	☐	One Semester	☒ Two Semesters
PREREQUISITE: Spanish 1 A/B (P)			

Get ready to immerse yourself on a journey towards Spanish fluency! Along this language path, you'll explore facets of your home life, daily routine, health, cherished memories, travel must-haves, and visions of career plans. You'll gain the skills to talk about your life—past, present, and future—and increase your conversational expertise. Along the way, you'll meet Spanish-speakers from around the world to gain their perspectives on unique cultural traditions, pastimes and celebrations and explore the bustling cities, astonishing architecture, wonders of nature, and vibrant colors of their diverse countries. Are you ready for this exhilarating adventure?

Visual/Performing Arts (VPA)

Digital Art Imaging 1 A/B (P)

LENGTH:	☐	One Semester	☒ Two Semesters
PREREQUISITE: None			

You interact with digital art every day, why not learn how to create it? In this course, you will explore the fundamental concepts, tools, and techniques of digital imaging. You'll learn how to use computers, digital cameras, editing software, and more to create digital artworks and use the critique process grow artistically as you evaluate and respond to your own work. This course provides elective credit and fulfills a performing/fine art requirement for high school graduation.



Theatre, Cinema, & Film Production A/B (P)

LENGTH:	☐	One Semester	☒ Two Semesters
PREREQUISITE: None			

Lights, camera, action! Step into the world of performance productions, exploring the elements of theatre and cinema. You'll compare how different elements in theatre and film, including historical and cultural influences, serve the story and articulate themes. You'll get a detailed view of the creative, performance, and technical operations behind theatre and film and gain experience and insights into various aspects of production. From viewing, writing, planning, designing, directing, and producing, you'll have a deeper understanding and appreciation for the art of performance, whether on stage or screen.

Two-Dimensional Studio Art I A/B (P)

LENGTH:	☐	One Semester	☒ Two Semesters
PREREQUISITE: None			

Get ready to be inspired, create two-dimensional art, and define your own art story. In this course, you will experiment with media and techniques to create a variety of artworks as you develop skills in drawing, painting, and more! You'll explore artworks to understand how to use the elements of art and principles of design to plan, create, and reflect on your own art. There are supplies you'll need to purchase for this class, but don't worry. You have choices in what you can use.

Tech/Voc/Skills

Criminal Justice Operations A/B (P)

LENGTH:	☐	One Semester	☒ Two Semesters
PREREQUISITE: None			

Explore the fields of law enforcement, the court system, and the correctional system. You will acquire technical skill proficiency, industry knowledge, higher-order reasoning and problem-solving skills, general employability skills, and occupation-specific skills needed in all aspects of law, public safety, and security careers. This course provides elective credit. Due to the nature of criminal justice, the material can be graphic. This course is a part of the Career and Technical Education catalog.

Digital Information Technology A/B (P)

LENGTH:	☐	One Semester	☒ Two Semesters
PREREQUISITE: None			

Dive into an exciting course that will provide you with the foundational skills needed for exciting careers like game development, military defense, web design, and software engineering! You will explore Microsoft Office online applications, web design, emerging technologies, operating systems, project management, communication methods, Information Technology careers, and much more in this course. Learn about your strengths and how they relate to different career paths.

Personal Finance and Money Management (P)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: Algebra 1 A/B		

Learn one of life's most important lessons – making sound financial decisions! In this course, you will practice money management skills using real-life scenarios. This course teaches the skills and knowledge you need to become a wise consumer, saver, investor, user of credit, and planner. Topics include financial attitudes and behaviors, income and taxes, budgeting, buying goods and services, financial accounts, credit and loans, financial investing, and insuring and planning. Build your financial literacy skills to excel in today's global workforce and society. And if you are still asking yourself, when will I ever use this information? The answer is every day for the rest of your adult life.

Electives

Ethnic Studies (P)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: None		

Discover the cultural wealth and dynamic history of four significant ethnic groups: African American, Asian American, Chicanx/Latinx, and Native American. Learn about their profound experiences and influences on the United States, while reflecting on your identity and personal background. Engage in discussions, exploratory assignments, and projects to examine differences and intersections within the diverse world around you. Develop greater connections with your community, enhance your social awareness, embrace opportunities for activism, and acquire foundational research skills. UC Scout

Holocaust Studies (P)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: None		

Examine the Holocaust, defined as the deliberate and systematic persecution and murder of approximately 6 million Jewish people by the Nazi German state and its collaborators between 1933 and 1945. Through the course, you will study the experiences of the Holocaust victims and survivors as you consider why it is important for current and future generations to learn from the Holocaust. Disclaimer: The study of the Holocaust requires students to engage with potentially distressing content, including topics of racism, dehumanization, suicide, and mass murder. Students should take appropriate measures to care for their mental health while engaging with the course material, including seeking the support of parents, school counselors, teachers, or other trusted adults as needed.



Law Studies (P)

LENGTH:	☒	One Semester	☐	Two Semesters
PREREQUISITE: None				

How do law and the U.S. legal system affect your daily life? In this course, you will examine aspects of the foundations of the U.S. legal system as well as different types of law including civil, criminal, family, and consumer law. You will analyze key principles underlying law such as justice and how the state and federal court systems work to fulfill these principles. This course provides elective credit.

Music of World (P)

LENGTH:	☒	One Semester	☐	Two Semesters
PREREQUISITE: None				

Get ready to elevate your music knowledge to the next level. In this course, you will learn about Global musical traditions as you explore the function of music in a multitude of cultures. You will examine the fundamentals, sound, and structure of music to understand how music is representative of the culture it was created in.

Psychology (P)

LENGTH:	☒	One Semester	☐	Two Semesters
PREREQUISITE: None				

The human brain is fascinating. Where do thoughts and memories come from? What are emotions? And why do we behave the way we do? Above all, how do these factors influence our relationships with others? In Psychology I, you will begin to understand the human mind by exploring the research and theories of some of the most brilliant psychologists throughout history. Learn how psychology influences personality and development throughout the entire human lifespan, even from birth. Explore different psychological disorders and how they are treated according to the Diagnostic and Statistical Manual of Mental Disorder. And learn psychological tips that you can use every day, like how to cope and reduce stress. So, are you ready to unlock the mysteries of the human brain?

Career Technical Education (CTE)

Pathways

Business Management (182) – Administrative Specialist

- Business Info Management 1A/B (Concentrator)
- Office Administration 1A/B (Capstone)

Business Management (182) – Legal Administrative Specialist

- Business Info Management 1A/B (Concentrator)
- Legal Admin Specialist 1A/B (Capstone)

Business Management (182) – Manager

- Business Info Management 1A/B (Concentrator)



- Management 1A/B (Capstone)

Business Management (182) – Entrepreneur

- Business Info Management 1A/B (Concentrator)
- Entrepreneurship 1A/B (Capstone)

Cosmetology (162C) – Esthetician, Hair Stylist

- Cosmetology 1 (Introduction)
- Cosmetology 2 & Cosmetology 3A (Concentrator)
- Cosmetology 3B & Workplace Internship Readiness (Capstone)

Healthcare Operational Support Services (197) Medical Office Administrator

- Medical Terminology 1A/B (Concentrator)
- Medical Office Administration 1A/B (Capstone)

Mental & Behavioral Health (195) – Counselor

- Medical Terminology 1A/B (Concentrator)
- Human & Social Services 1 & Peer Counseling I (Capstone)

Patient Care (198) Allied Health Assistant

- Medical Terminology 1A/B (Concentrator)
- Allied Health Assistant 1A/B (Capstone)

Patient Care (198) Emergency Medical Responder

- Medical Terminology 1A/B (Concentrator)
- Emergency Medical Responder 1A/B (Capstone)*

Patient Care (198) Medical Assistant

- Medical Terminology 1A/B (Concentrator)
- Medical Assistant 1A/B (Capstone)*

Patient Care (198) Nursing Assistant

- Medical Terminology 1A/B (Concentrator)
- Nursing Assistant 1A/B (Capstone)*

Public & Community Health (199) – Public Health Worker

- Medical Terminology 1A/B (Concentrator)
- Health Science Public health Part 1 & Part 2 (Capstone)



Allied Health Assistant 1A: Introduction (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Are you passionate about helping people and making a difference in their lives? If you're planning on going into the healthcare field, then this course is for you! Explore your options by learning how to properly care for your patients and provide for the administrative needs of healthcare. Learn to prepare exam rooms, schedule, bill, and document all while solidifying your professional skills in communication, privacy, safety, and ethics.

Allied Health Assistant 1B: Skills and Specialties (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Allied health encompasses a broad range of different health care professionals who provide a range of skills in the fields of dentistry, pharmaceutical, medicine, nursing, nutrition, rehabilitation, and more. This course is the second course of the Allied Health concentrator sequence and gives you the needed skills to pursue any of these careers in allied health.

Business Information Management 1A: Introduction (P) (Concentrator)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Do you dream of owning your own business someday, or working for a company in a leadership position? Wherever your path may lead you, having the essential knowledge of business types, requirements to start a business, understanding of finances, business law, marketing, sales, customer service, and more, will ensure you're on the path to success. Let's explore your passion for business in this course!

Business Information Management 1b: Data Essentials (P) (Concentrator)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Now that you have the basics of business down from the previous course, it's time to become better acquainted with the application of information management in business. Learn about professional conduct, teamwork, and managerial skills, while also examining careers in business technology. The basics of word processing, spreadsheets, databases, and presentation software are also explored so that you become better prepared for jobs in this field.

Cosmetology 1: Cutting Edge Styles (P) (Introduction)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

We all want to look our best, but did you know there is actually a science behind cutting your hair and painting your nails? Just like all careers, cosmetology requires certain skills and characteristics. You will learn about various beauty regimes related to hair, nails, skin, and spa



treatments, and discover how to create your own business model quickly and efficiently while still looking fabulous, of course!

Cosmetology 2: The Business of Skin and Nail Care (P) (Concentrator)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

This vibrant industry needs skilled and personable professionals well-versed in the latest trends and technological advances. Explore what the day-to-day life of a cosmetologist is like and discover that cosmetology is much more than knowing and applying techniques. Learn skin care and facials, how to give manicures and pedicures, how to apply artificial nails, and gain an understanding of different hair removal techniques. Discover the next steps towards launching a rewarding and creative career in cosmetology.

Cosmetology 3A: Introduction to Hair Skills (P) (Concentrator)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Cosmetology is a specialized field with a high skill set. Examine the complexities of cosmetology by learning to perform a hair, scalp, and skin analysis. You'll learn about hair types, face shapes, and color theory. And, to effectively prepare you for a career in cosmetology, color techniques with an emphasis on salon and chemical safety is examined.

Cosmetology 3B: Waving, Coloring, and Advanced Hair Skills (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Let's delve into the realm of hairstyling and cutting techniques! Explore a variety of wigs, extensions, and hairpieces, while also developing knowledge about shampooing and conditioning. Discover manual curling and the use of chemicals to curl and straighten hair, as well as safety when working with chemicals. Expect to be well versed with a plethora of hair skills upon completion.

Emergency Medical Responder 1a: Introduction (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: * Anatomy & Physiology		

Have you ever wondered what happens after making a 911 call? Get a realistic look into the day-to-day, fast-paced life of an EMR and how their roles and responsibilities fit into the larger picture with Emergency Medical Services. Discover how to conduct a patient assessment when you arrive on a scene and assess and treat various medical emergencies. If you've ever dreamt of being on the front lines, providing quality care to save someone's life, then explore the exciting career as an Emergency Medical Responder.



Emergency Medical Responder 1b: Prepared for Action (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: * Anatomy & Physiology		

Being an emergency medical responder is dynamic and challenging. EMRs are first responders who are prepared for action! Explore how to care for diverse patients and in unique and even difficult situations. From advanced trauma to childbirth, from mass casualties to special conditions. EMRs are trained to care for, treat, move, and transport patients in various situations and play a vital role as part of an EMS response team.

Entrepreneurship 1a: Introduction (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Starting a business is more than just having a good idea. Successful entrepreneurs know how to use and apply fundamental business concepts to turn their ideas into thriving businesses. Explore topics such as identifying the best business structure, business functions and operations, finance, business laws, regulations, and more! If you have ever dreamed of making a business idea a reality, take the time to establish a solid foundation of business skills to make your business dreams come true!

Entrepreneurship 1b: Make Your Idea a Reality (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

You have the business idea; now it's time to go from dream to reality. Throughout this course, you'll explore different topics representing the major parts of a business plan, such as risk, hiring, pricing, marketing, and more. By completing activities, you'll create a viable document you can use to help you start your business by the end of the course. Let's bring your dream to life!

Health Science: Public Health Part 1, Part 2 (P) (Capstone)

LENGTH:	☐ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

What is public health? Who decides which diseases get funding and which do not? What are the reasons for health inequality? Study both infectious and noncommunicable diseases as well as learn how we conquer these on a community and global level through various methods, including proper hygiene, sanitation, and nutrition. Explore the role of worldwide current and future technologies and the ethics and governance of health on a global scale, and discover unique career opportunities you can pursue to make a difference.

Human and Social Services 1 (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Those working in the field of social services are dedicated to strengthening the economic and social well-being of others and helping them lead safe and independent lives. Explore the



process of helping, body, mind, and family wellness, and how you can become a caring social service professional. If you are interested in an emotionally fulfilling and rewarding career and making a difference in the lives of others, social and human services may be the right field for you.

Legal Admin Specialist 1a: Introduction (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Do you picture yourself working in a law office or maybe even in a courtroom someday? A rewarding career as a legal administrator means you are responsible for the day-to-day operations in a law firm, and therefore, need to learn the fundamentals of law. You'll need to understand the specifics of researching, creating, processing, filing legal documents, and more. Jumpstart your career in law by learning what it takes to be a legal admin.

Legal Admin Specialist 1b: Taking Care of the Legal Office (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Wherever your legal admin career takes you, understanding the responsibilities of a law office requires strict attention to detail, communication skills, office competence, and legal savvy. What does a legal admin need to know and what duties do they perform? How do confidentiality, cybersecurity, and client relations look different in a legal office? Learn the answers to these questions and so much more for this exciting career with endless opportunities to prove your value, learn, and grow.

Management 1a: Introduction (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

From the shift managers at small businesses to the CEOs of large companies, effective management is key to any organization's success. Explore foundational management concepts such as leadership, managing teams, entrepreneurship, global business, finance, and technology and innovation. Engage in a capstone that pulls all of the concepts you've learned together, allowing you to see how management ideas can be applied to a business case study. Get started with learning the fundamentals of successful management.

Management 1b: Insight & Oversight (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Every business and company needs management of some type. But what skills must you master in order to become an effective professional? Explore the ins and outs of this career, the responsibilities businesses have towards customers, and hiring the right employees. Gain an understanding of human resources (HR) to ensure job satisfaction and take action to



ensure that all rules and laws are being followed. Learn how to become an effective manager in any field.

Medical Assistant 1a: Introduction (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: * Anatomy & Physiology		

It takes a strong team to offer top-notch patient care, and each team member plays in integral role. Are you a team player interested in coordinating patient care? Then a career as a medical assistant may be right for you! In this course, you will acquire medical terminology, investigate anatomy and physiology, learn keys to professionalism in an office setting, and explore office roles while building a professional portfolio. Let's learn what it takes to fill the important shoes of a medical assistant today!

Medical Assistant 1b: Medical Assisting in Action (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: * Anatomy & Physiology		

It's time to grab your latex gloves and snap them back into place so you can get a deeper look into the world of medical assisting! In this course, you'll explore patient care and procedures, testing and care coordination, pharmacology and safety, and reimbursement and the law. You'll also narrow your areas of interest so you can better determine what type of medical assisting may be best for you. Are you ready to continue on the road to medical assisting? Grab your lab coat and let's get going!

Medical Office Administration 1a: Introduction (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Caring for a patient takes more than a medical degree: it takes a team! In this course, you will build your knowledge of medical terminology, medical office processes, the technology that keeps an office humming, and the laws that keep it operating ethically. You'll also explore different office roles all while building the beginnings of a portfolio. Let's march through the waiting room and throw open the doors to a career as a Medical Office Admin today!

Medical Office Administration 1b: Vital to the Front Office (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

You have learned some of the basics of what it takes to become a successful medical office administrator, and now, it's time to grow your understanding even further! In this course, you will complete a deeper dive about the variety of roles available in the medical office along with the skills needed to not only run the front of the office but to excel in the position as well. Finally, you'll focus on *you* and how to apply all that you've learned to get your foot in the door to begin a career in medical office administration. Let's get started!



Medical Terminology 1a: Introduction (P) (Concentrator)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Learning the language is essential for careers in health science. Join word parts to form medical terms, associations within body systems, and better communicate with colleagues and patients. Build your proficiency and confidence with this course and prepare yourself for a career in health sciences.

Medical Terminology 1b: Discovering Word Foundations (P) (Concentrator)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Discover the medical terminology associated with even more body systems to increase your ability to master prefixes, suffixes, and roots. Connect this language to real-world patients and clinical settings through practical applications and specific scenarios. Launch your health knowledge with detailed medical terms.

Nursing Assistant 1a: Introduction (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: * Anatomy & Physiology		

If you ever wanted a career that is centered around the care of others and that directly impacts the most vulnerable populations, then it's time to explore what it means to be a Nursing Assistant. This role can be the first step on your nursing career ladder or into other healthcare positions. Learn career options, ethical and legal responsibilities, anatomy and physiology, patient care, and safety. Discover what it takes to start your journey into this highly needed field.

Nursing Assistant 1b: Patient Care (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: * Anatomy & Physiology		

As a Nursing Assistant, you are heavily involved in the care of your patients. But what does a typical day look like? How do you care for your patients during your shift? From hospital settings to home health care, from pre- and postoperative to rehabilitation. Discover how best to communicate and work with your team to ensure a safe environment, prevent and control infectious diseases, advocate for your patient's rights, and provide appropriate care – even for the most complex patient needs.

Office Administration 1a: Introduction (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Businesses worldwide and across every industry are always on the lookout for highly skilled administrative professionals to help their business be successful and thrive. Explore what it means to have effective verbal and written communication, speaking, and listening skills to



work with diverse people and teams. Then dive into learning how to leverage various technology and software businesses use to stay connected and productive.

Office Administration 1b: Running the Office (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

You have learned some of the skills that an administrative professional must possess, but now it's time to take those skills to the next level! You will explore the responsibilities of an administrative professional to understand what a typical workday looks like and even what goes into searching for an administrative professional role: searching, applying, and (the most exciting part!) securing. Do you love the idea of being the glue in a successful business, helping everything run smoothly and properly? Then let's continue your journey into the career of an administrative professional!

Peer Counseling I (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Are you a great listener and love to help people achieve their goals? The role of a peer counselor is a rewarding one. Learn the skills of observation, listening, and empathic communication that counselors need, while also discovering basic training in conflict resolution and group leadership. You'll learn how to be a great peer counselor, but also how to communicate effectively in personal and work relationships.

Workplace & Internship Readiness (P) (Capstone)

LENGTH:	☒ One Semester	☐ Two Semesters
PREREQUISITE: See Pathway		

Starting your first "real" job can be intimidating. But when you know what to expect and learn how to be successful, you'll feel confident about the hiring process and prepared to put yourself out there! Discover how to build a well-rounded set of employability and personal leadership skills that allow you to guide your own career. Learn how to communicate with others, take initiative, set goals, problem-solve, research different career options, and envision your own personal career path. Get ready to create a powerful launching pad that will help you blast off into a great first job experience!