



# Academic Policy & Course Catalog

For

Arizona Charter Schools

Updated July 2018

## **Mission**

The mission of Ombudsman Educational Services is to provide personalized, evidence-based educational services for non-traditional learners in collaboration with families and public school districts.

Ombudsman Arizona Charters offer educational programs and related services to students in one or more of the following categories: Students with behavioral issues, students identified as dropouts, students with poor academic standing, students with adult responsibilities and adjudicated youth.

## **Vision**

We believe all students have value, can learn and can develop their inherent talents to become contributing members of society.

*Ombudsman is a nationally accredited program by AdvancED and is sponsored by the Arizona State Board for Charter Schools.*

## Honor Code

Ombudsman believes every student can succeed with the right instruction in the right environment. By making the choice to enroll, our students (and/or their parents or legal guardians) have taken charge of their education and demonstrated a genuine desire to fulfill their academic potential.

Our Honor Code serves to reinforce our students' commitment to academic excellence and all students in grades 9<sup>th</sup>-12<sup>th</sup> agree to this premise as indicated by their signature on the Enrollment Agreement.

The administration, faculty, staff, and students at Ombudsman uphold the qualities of honesty, integrity, and truthfulness. Because we are a community of honor, honorable conduct is expected at all times:

- Students will not give or receive aid on tests, quizzes, and exams.
- Students will not copy or allow to be copied any homework or other assignments.
- Students will not plagiarize any part of published materials, essays, or work of another.
- Administration and faculty will uphold standards of honesty and integrity.

The Honor Code is in effect during the entire school year. Penalties will be given in the class where the violation occurs. In the current school year, the penalties will be as follows:

- First violation: The student will receive a zero on the assignment.
- Second violation: The student will fail the course in which the second violation occurred for the grading period.
- Three or more violations: The student will fail the course in which the third violation occurred for the semester.

## Grade Scale

<i>Letter Grade</i>	<i>Numeric Grade</i>
A	100-90 %
B	89-80 %
C	79- 70 %
D	69- 60 %
Inc* or F	<60 %

\*Incomplete

## Grade Reports

Ombudsman informs parents and students of progress and grades at the end of each reporting period. The reporting periods are listed on the student calendar. Parents/guardians are welcome to request a teacher conference to discuss student progress or concerns at any time throughout the school year. We encourage parents/guardians to contact the school at any time.

## Graduation Requirements

Students typically must be enrolled in high school as full time students for a minimum of eight semesters and must earn the required amount of credits (see the chart below). Specific courses may be required in certain subject areas.

English	4 credits
Math	4 credits
Science	3 credits
CTE/Fine Art	1 credit
Electives	7 credits
<b>Total Credits required for Graduation</b>	<b>22 Credits</b>

### *College Bound Students*

College bound students should take the following courses in each learning domain. Additional courses are required for students who desire to enroll in a more competitive college. School principal and academic advisor will help determine if this is the case. The chart below includes recommendations from the College Board.

<i>Domain</i>	<i>College Bound</i>	<i>Competitive College</i>
English	4 years of English, including American and English Literature.	4 years of English, including American and English Literature.
Math	Algebra, Geometry, Algebra II	Algebra, Geometry, Algebra II, Trigonometry and/or Calculus.
Science	Biology, Earth/Space Science, Physical Science	Biology, Earth/Space Science, Physical Science, Chemistry, Physics, Advanced Biology, Advanced Chemistry, Advanced Physics.
Social Studies	US History, US Government, World History, additional course	US History, US Government, World History, additional course
Fine Arts/CTE	1 year	2 years or cluster completion

### *Transfer Students*

When a student transfers from another school after the beginning of his/her freshman year, all credit history will be reviewed and a projected graduation date will be set by the Arizona Administrative Office. If an early graduation date is requested, the above graduation requirements must be met and the request, including the extenuating circumstances and reason(s), must be submitted to the Arizona administrative office via email or in writing.

## Course Drop and Withdrawal

### *Dropping a Course*

Students are allowed to drop courses within the first 15 days of the term. Courses dropped by the deadline do not appear on the student's transcript. Dropped courses may be substituted for another course at that time. All changes must be communicated to the Academic Advisor within 5 days of substitution. Students that enroll after the timeline stated above may not drop any courses.

### *Withdrawal from Course*

Students must consult with school principal and course teacher before withdrawing from a course. It is strongly recommended that site staff and students consult with their Academic Advisor prior to deciding to withdraw from a course. Approvals for withdrawal are required.

### **Credit Recovery (applicable only for Non-NCAA eligible students)**

Many students attending Ombudsman are in need of credit recovery courses. While the goal of credit recovery is to help students recoup credits in an accelerated manner, it is equally important to provide students with the same rigorous, standards based content offered during a first time course.

Credit recovery courses are defined as:

- Courses students have previously failed and are required for graduation

Credit recovery is not:

- Assigned as a first time course to students behind in credits who have never taken that course

### *Elective Courses*

While some students may require credit recovery for elective courses, Ombudsman may not offer all electives from the previous school. If the elective course is one Ombudsman offers, students may take pretests to determine what lessons they need to complete to earn credit in the course. If Ombudsman does not offer a comparable elective, a new elective should be chosen and the student should take the course as a first time course, therefore, no pretesting is allowed.

### **Science Courses Offered with Lab**

Some science courses may be offered with a lab section and will require a teacher recommendation to be assigned.

### **Curriculum Selection**

Curricular resources are identified by Curriculum and Instruction and vetted through the Academic Quality Review Board (AQR). It is the responsibility of the AQR board to review all academic programs and proposed academic changes under consideration, make recommendations regarding program and curriculum adoption, oversee implementation of adopted program components and evaluate new programs for academic integrity. Curricular resources are selected based on detailed evaluation rubric with these general categories:

- Research and Evidence
- Alignment
- Curriculum Design
- Functionality and Usability
- Depth and Rigor

The following are expectations of curriculum resources:

- Are Evidence-Based and meet accrediting and/or state standards
- Are accessible to students (targeted student population) and provide Opportunity to Learn
- Conform to copyright laws and/or licensing

**Course of Study**

Ombudsman reviews all content resources to ensure alignment to the Arizona College and Career Ready Standards and prepares students for the AZ Merit Exams. The academic content delivered by Ombudsman provides relevant curriculum and instruction. Ombudsman’s holistic curriculum approach provides academic, social, emotional and behavioral supports, postsecondary, and career preparation. This includes having students participate annually in the Education Career Plan (ECAP) process. This ensures students are provided with the knowledge and skills to make post-secondary decisions. Below is a suggested course of study, but students are able to select courses from the course catalog, based on post-secondary goals.

**SUGGESTED COURSE OF STUDY**

<b>Grade</b>	<b>English (4 credits)</b>	<b>Math (4 credits)</b>	<b>Science (3 credits)</b>	<b>Social Science (3 credits)</b>	<b>Fine Arts/CTE (1 credits)</b>	<b>Electives (7 credits)</b>
9 <sup>th</sup>	English I	Algebra I	Biology		(1 Credit)	(1.0 credit)
10 <sup>th</sup>	English II	Geometry	Earth and Space Science or Environmental Science	World History		(2.0 credits)
11 <sup>th</sup>	English III	Algebra II	(1.0 Credit)	US History		(2.0 credits)
12 <sup>th</sup>	English IV or Literature or Literature of a Theme or Creative Writing or Public Speaking or Strategic Reading	Consumer Math or Pre-Calculus or Probability and Statistics or Transition Algebra or Trigonometry		Economics Government *Civics Test		(2.0 credits)

**Ombudsman Arizona Charter Schools provide the following courses to meet the suggested course of study.**

## English Language Arts – 4 credits

### **English I (AZ01001)**

**1.0 Credit**

Students study various short and extended texts in both fiction and non-fiction/informational texts. This course builds on students' prior knowledge of grammar vocabulary, word usage, and mechanics of writing and language usage. Students use novels as well as Common Core Coach books geared towards both American and World Literature and Informational texts to grasp various reading strategies and skills.

### **English II (AZ01002)**

**1.0 Credit**

Students study various short and extended texts in both fiction and non-fiction/informational texts. This course builds on students' prior knowledge of grammar vocabulary, word usage, and mechanics of writing and language usage. Students use novels as well as Common Core Coach books geared towards both American and World Literature and Informational texts to grasp various reading strategies and skills.

### **English III (AZ01003)**

**1.0 Credits**

Students study various short and extended texts in both fiction and non-fiction/informational texts. This course builds on students' prior knowledge of grammar vocabulary, word usage, and mechanics of writing and language usage. Students use novels as well as Common Core Coach American and Informational texts to grasp various reading strategies and skills.

### **English IV (AZ01004)**

**1.0 Credit**

Students study various short and extended texts in both fiction and non-fiction/informational texts. This course builds on students' prior knowledge of grammar vocabulary, word usage, and mechanics of writing and language usage. Students use novels as well as computer assisted instruction to grasp various reading strategies and skills.

### **Creative Writing (AZ01104)**

**0.5 Credit**

Students will come to understand themselves and the world through their writing. This course provides students with a solid grounding in the writing process, from finding inspiration to building a basic story to using complicated literary techniques and creates prose and poetry. Student will learn how to discover their creative thoughts and turn those ideas into fully realized pieces of creative writing.

### **Literature**

**0.5 Credit**

This course will focus on the major themes found in Gothic Literature and demonstrate how the stories provide a thrilling psychological environment for the reader. A few of the themes presented are: terror vs. horror, the influence of the supernatural, and the battle of good vs. evil. Student will have gained a better understanding of dark fiction.

### **Literature of a Theme (Mythology)**

**0.5 Credit**

The course begins with an overview of mythology and different kinds of folklore. Student will journey with ancient heroes as they slay dragons and outwit gods, follow fearless warrior women into battle, and watch as clever monsters outwit those stronger than themselves. Student will explore the universality and social significance of myths and folklore and see how they are used to shape society today.

**Public Speaking (AZ01551)****0.5 Credit**

This course examines the foundations in both Aristotle and Cicero's views of rhetoric, and traces those foundations into the modern world. Student will learn about the theory as well as the practice of effective public speaking including: how to analyze the speeches of others, build a strong argument, and speak with confidence. Student will understand what make a successful speech and will be able to put that knowledge to use.

**Strategic Reading (AZ01066)****0.5 Credit**

Students will explore the fundamental tools and techniques needed to read effectively, including: mood and tone, paraphrasing/summarizing, cause and effect, making inferences, points of view, and context clues. Students will learn how to identify what reading skills are needed while reading various excerpts for both fiction and non-fiction.

**Mathematics – 4 credits****Algebra I (AZ02052)****1.0 Credit**

This course provides the foundation for all other CCSS high school mathematics courses. It consists of an in-depth study of creating and solving algebraic equations and inequalities. Building upon this knowledge of basic equations and functions, students will learn to solve and graph linear, exponential, and quadratic functions. They will discover the relationship between these three types of functions with an emphasis on using the functions to model real-world scenarios. Students will also use descriptive statistics to identify, demonstrate, and communicate patterns in data.

**Geometry (AZ02072)****1.0 Credit**

This course focuses on building deductive and inductive reasoning. Students will work with geometric theorems and postulates to develop understanding about congruence and similarity. Students will extend this knowledge to trigonometric situations. Students will work with three-dimensional figures and will also complete an in-depth study of circles. Throughout this course, there is a strong emphasis on modeling geometric principles through constructions and illustrations.

**Algebra II (AZ02056)****1.0 Credit**

Building upon the topics in Algebra I, students will extend their repertoire of functions to include polynomial, radical, and rational functions and will use their prior knowledge of exponential functions to solve exponential equations with logarithms. Students will also build upon their knowledge of trigonometric ratios from Geometry to include graphing and transforming trigonometric functions. Students will further develop their understanding of statistics.

**Transition Algebra (AZ02055)****1.0 Credit**

This course reviews and extends upon concepts students worked with in Algebra I and Geometry. Topics of review include polynomial and rational operations, solving and graphing linear equations and inequalities, quadratic, trigonometric, logarithmic, and exponential functions and coordinate geometry. There is an emphasis on application and modeling.

**Pre-Calculus (AZ02110)****1.0 Credit**

This course focuses on extending concepts studied in Algebra II and Geometry, including solving, graphing and transforming functions, trigonometric identities, and probability and statistics. The course introduces the basic concepts of calculus, including conics and polar coordinates.

**Consumer Math (AZ02157)****1.0 Credit**

In this course, students will apply their knowledge of mathematical operations to real-world contexts and will learn how to be wise consumers. Topics include sources of income, taxes, banking and interest, investments, credit, consumer purchases, and the cost of owning a home and automobile. There is an emphasis on practical application.

**Probability and Statistics (AZ02201)****0.5 Credit**

This course addresses descriptive statistics topics including frequency distributions, histograms, graphs, and measures of center and spread. Students will work with probability, including addition and multiplication rules, conditional probabilities, counting rules, and binomial and normal distributions. The course also includes a study of inferential statistics, addressing such topics as estimation for population measures, hypothesis testing, correlation, and statistical process control.

**Trigonometry (AZ02103)****0.5 Credit**

This course covers a development of trigonometry from right triangle trigonometry to oblique triangles and the polar plane. Throughout the course, students will develop trigonometric formulas and use them in real-world applications, evaluate trigonometric proofs using complex trigonometric identities and solving trigonometric equations with regard to the unit circle.

**Business Math (AZ02154)****0.5 Credit**

Business Math courses reinforce general math skills, emphasize speed and accuracy in computations, and use these skills in a variety of business applications. Business Math courses reinforce general math topics (e.g., arithmetic, measurement, statistics, ratio and proportion, exponents, formulas, and simple equations) by applying these skills to business problems and situations; applications might include wages, hourly rates, payroll deductions, sales, receipts, accounts payable and receivable, financial reports, discounts, and interest.

**Science** – 3 credits**Biology (AZ03051)****1.0 Credit**

Students are exposed to designs and patterns of living organisms and their interactions with the environment. Students should have developed a foundational understanding of life sciences, micro/macro aspects of life, taxonomy, chemical basis of life, cellular structure and functions, genetics, microbiology, plant and animal structure/function, and ecology.

**Chemistry (AZ03101)****1.0 Credit**

Student will learn basic chemistry concepts and develop skills relating to chemical calculations and mathematical principles. Chemical language and symbols are explored, as well as laboratory procedures and equipment. Topics include: basic atomic structure, organization of the periodic table, gas laws, laws of thermodynamics, acids and bases, and balancing equations.

**Earth and Space Science (AZ03008 )****1.0 Credit**

This course is intended to further explore the designs and patterns of our planet. Topics include: the origin, history and structure of the earth, forces that cause change of the earth, astronomy and the study of the planets, solar system, and galaxies. Students study how each feature of the earth interacts with others in critical ways and how these relationships are important to humanity.



**Environmental Science (AZ03003)****1.0 Credit**

This course considers ways in which human populations affect our planet and its processes. Topics include biology, physics, geology, ecology, chemistry, geography, astronomy, meteorology, oceanography, and engineering.

**Physical Science (AZ03159)****1.0 Credit**

This course covers basic concepts found in chemistry and physics. Topics include: matter, motion and forces, work and energy, electricity and magnetism and waves. Students will have opportunities to observe simulations, investigate ideas, and solve problems.

**Physics (AZ03151)****1.0 Credit**

This course will expand upon prior knowledge of the microscope and microscopic world of forces, motion, waves, light, and electricity. Students will understand the symbolic and mathematical world of formulas and symbols used in physics. Topics include kinematics, forces and motion, work and energy, waves, sound and light, electricity and magnetism, and nuclear physics.

**Astronomy (AZ03004)****0.5 Credit**

Students explore a broad range of astronomy topics, including the planetary systems, stars, galaxies, and the universe. Students also learn about the scientific method and the evolution of scientific ideas.

**Anatomy and Physiology (AZ03053)****0.5 Credit**

Students learn about anatomical structures and physiology of the human body. Body systems are discussed in terms of how each participates in homeostasis of the body. Students learn about selected major pathologies, including causes, symptoms, diagnostic procedures, and treatments, as well as common changes that occur through the life span.

**Social Sciences – 3 credits****World History-Overview (AZ04051)****1.0 Credit**

World History is a two semester course. World History explores the people, events, and ideas that have shaped history from the beginnings of human society to the present day. The course begins with an overview of the study of history and spans early civilizations through present day.

**U.S. History (AZ04101)****1.0 Credit**

U.S. history is a two semester course. The course covers early American exploration to the present day, placing special emphasis on the politics of the 18th and early 19th centuries and the Civil War. These areas of focus target three major content strands: History, Geography, and Government, and Citizenship.

**Economics (AZ04201)****0.5 Credit**

This semester course provides students with a strong foundation in basic economic principles. Students will examine topics of scarcity, economic roles, factors that affect supply and demand, market structures, market regulation, and the macroeconomy.

**U.S. Government/Comprehensive (AZ04151)****0.5 Credit**

Government is a semester course. Government focuses on American and international governments. Students will learn about the history of governments, the characteristics of the United States government, political parties, and voting. These areas of focus target two major content strands: History, and Government and Citizenship. This course includes a 100 question citizenship exam.

**Fine Arts/CTE** – 1 credit**Fine Arts****Art Appreciation (AZ0515)****1.0 Credit**

This course provides an introduction to fundamental techniques and concepts of representational and expressive drawing within a variety of media. Emphasis is on object representation, spatial illusion, and the organization of structural relationships in two-dimensional space.

**Art History (AZ05152)****0.5 Credit**

This course enables students to develop knowledge of the history and theory of art and the relationship between artist, artwork, and society. Students will research and critique periods, styles, and works of art from early civilizations through modern and contemporary art.

**Music History/Appreciation (AZ05116)****1.0 Credit**

This course provides instruction in basic musical elements, traces the development and growth of classical music, and gives students a strong foundation for a greater appreciation of music. Student will examine music in the world around them and discover how they experience music. They will be introduced to the basic elements and sounds of music and instruments and will learn the names and backgrounds of several famous composers. Student will also examine the ways modern music has been influenced by classical music.

**Career & Technical Education (CTE)**

*Students enrolled in any CTE course are eligible for the equivalent high school credit.*

**Introduction to Business Management and Administrative Services (52.0200.10)****0.5 Credit**

This semester course students will explore business in global society, learning terminology, concepts, systems, strategies and current issues. Topics include the business environment, ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements.

**Computer Graphics (AZ10202)****0.5 Credit**

This semester course gives an overview of the different types of digital media and how they are used in the world today. Students examine the impact that digital media has on culture and lifestyle. The course reviews the basic concepts for creating effective digital media and introduces a number of different career paths that relate to digital media. Students will examine some tools used to create digital media and discuss best practices in the creating of digital media. This includes an overview of the process used to create new media pieces as well as the basics concepts of project management. In the course, students will examine the use of social media, digital media in advertising, digital media on the World Wide Web, digital media in business, gaming and simulations, e-commerce, and digital music and movies. Students will review ethics and laws that impact digital media use or creation.

**Fundamentals of Allied Health (51.0800.10)****0.5 Credit**

This semester course focuses on select allied health careers, looking at the different levels, responsibilities, settings, and education needed. Within each job group, important aspects that are applicable to the entire field of allied health are explored.

**Entrepreneurship (AZ12053)****0.5 Credit**

This semester course is designed to provide the skills needed to effectively organize, develop, create, and manage a business. Students will be given a chance to see what kinds of opportunities exist for small business entrepreneurs and become aware of the necessary skills for running a business.

**Electives** – 7 credits**Health/PE****Lifetime Fitness Education (AZ08016)****0.5 Credit**

This course focuses on the health benefits of regular physical activity and a long term exercise program. As student work through the course, they will learn about the many aspects of physical fitness, including basic nutrition, the importance of flexibility, cardiovascular health, muscle and strength training, and realistic goal setting.

**Physical Education-Other (AZ08049)****0.5 Credit**

This course focuses on performance of individual and team sports, with explanations of proper techniques, rules of the game, and preparation. Team sports introduced include soccer, basketball, football, baseball, and volleyball. An introduction to fitness, strength, endurance, and nutrition is also included.

**Health Education (AZ08051)****0.5 Credit**

This course introduces students to what good health is, why good health is important, and what students should do in order to achieve good health. Student should be able to: demonstrate awareness of health as it applies to their own bodies, minds and emotions, identify components of a healthy lifestyle and set reasonable goals to achieve a lifestyle of wellness, incorporate sound health practices, understand the responsibility of properly caring for their bodies, and think about health as it applies to broader society, the world, and their own responsibility to stimulate good health around them.

**General Electives****Assisted Reading (AZ01067)****1.0 Credit**

Students focus on improving reading comprehension and fluency, to help students be successful in their coursework and for the various types of texts they are exposed to in testing environments and in their post-secondary experiences. Students utilize software based reading programs that work with the student at their reading levels.

**Language Arts Laboratory (AZ51009)****0.5 Credit**

Students will explore the fundamental tools and techniques needed to write clear sentences, effective paragraphs, and well-organized essays. Students will learn how to organize, clarify, and communicate written ideas, as well as how to use correct sentence structure, grammar, and parts of speech in written communication.

**World Geography (AZ04001)****1.0 Credit**

World Geography is a two semester course. Students will learn about the physical and human geography of various regions. They will study the history of each region and examine the political, economic, and cultural characteristics of the world in which we live. Students will also learn about the tools and technologies of geography such as globes, maps, charts, and global information systems.

**Psychology (AZ04254)****0.5 Credit**

Psychology is semester course. Throughout the course students will examine influences on human actions and beliefs, factors influencing behavior and perception, and basic psychological theories. Students will develop and apply their understanding of psychology through lessons and projects that require interaction and observation of others.

**Sociology (AZ04258)****0.5 Credit**

This semester course examines social problems in our world and how human relationships can strongly influence and impact their lives.

**Anthropology (AZ04251)****0.5 Credit**

This semester course uses a broad approach to gain an understanding of our past, present and future, and address the problems humans face in biological, social, and cultural life. The course explores the evolution, similarity, and diversity of humankind through time.

**Philosophy (AZ04306)****0.5 Credit**

This semester course provides an introduction to the discipline of philosophy throughout history. Major philosophers like Socrates, Plato, and Aristotle as well as how and where many of the most fundamental ideas of Western civilization originated will be studied.

**Pre-Algebra (AZ02051)****1.0 Credit**

This course focuses on strengthening needed skills in problem solving, integers, equations, and graphing. Students will begin to see the big picture of mathematics and learn how numeric, algebraic, and geometric concepts are woven together to build a foundation for higher mathematical thinking.

**General Math (AZ02002)****1.0 Credit**

This courses reinforces and expands students' foundational math skills, including operations with rational numbers and integers, data analysis and statistics, solving and writing expressions, equations, and inequalities, work with exponents, solving problems involving geometric figures, and using the coordinate plane.

**Scientific Research and Design (AZ03212)****0.5 Credit**

This course describes scientific research activities from the point of view of a scientist. The lessons provide support, accessible ideas, and specific language that guides students at their own pace through the steps, insights, and experiences they face. Students will: identify research questions and generate testable hypotheses, design, conduct, and evaluate scientific research, apply scientific method, and explore ethical considerations in research.

**Child Development/Parenting (AZ22204)****1.0 Credit**

This two semester course looks at the best way to care for children and teach them self-confidence and a sense of responsibility. Students will learn what to prepare for, what to expect, and what vital steps parents can take to create the best environment for their children. Parenting roles and responsibilities, nurturing and protective environments for children, positive parenting strategies, and effective communication in parent/child relationships are some of the topics covered in this course.

**Consumer Economics/Personal Finance (AZ22210)****1.0 Credit**

This two semester course introduces students to basic financial habits such as setting financial goals, budgeting, and creating financial plans. Students will learn more about topics such as taxation, financial institutions, credit, and money management.

*Career Preparation***Career Exploration (AZ22151)****1.0 Credit**

This two semester course studies careers involving human-related services. Each unit introduces a field and explains its past, present, and future.

**Seminar (AZ22106)****0.5 Credit**

This course is a post-secondary education course completed each year for grade 9-12. Students will work continually on a portfolio with college and career exploration and planning, updated yearly with any changes that may take place from year to year depending on requirement changes and personal areas of interest.

*Business and Marketing***Keyboarding (AZ12005)****0.5 Credit**

Keyboarding and Applications is a semester-long elective that teaches students keyboarding skills, technical skills, effective communication skills, and productive work habits. In this course, students will learn about proper keyboarding technique. Once students have been introduced to keyboarding skill, lessons will include daily practice of those skills. Students will gain an understanding of computer hardware, operating systems, file management, and the Internet. In addition, they will apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

**Business Law (AZ12054)****0.5 Credit**

In this semester course students will explore principle areas of business law and topics such as torts, crimes, intellectual property, contracts, negotiable instruments, agency, employment, and forms of business organization. Students will learn the rules of law and legal terminology, as well as legal solutions for business-related issues.

**Business Communications (AZ12009)****0.5 Credit**

Business communication is a semester course in which students explore business communication, including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. Resumes, applications letters, interviewing tips, and employment follow-up are also covered.

**Business Principles and Management (AZ12055)****0.5 Credit**

This semester course is an introduction to the goals, processes, and operations of business enterprises for students. The main focus is on the functions that a company must manage effectively to be successful. These include accounting, finance, human resource management, marketing, operations management, and strategic planning. Attention is also given to the legal environment in which businesses operate, and the importance of business ethics and corporate citizenship.

**International Business and Marketing (AZ12056)****0.5 Credit**

This semester course is designed to help students develop the appreciation, knowledge, skills, and abilities needed to live and work in the global marketplace. It takes a global view on business, investigating why and how companies go international and are more interconnected. Business structures, global entrepreneurship, business management, marketing, and challenges of managing international organizations will be explored.

*Computer and Information Services***Computer Applications (AZ10004)****0.5 Credit**

This semester course explores the use of application skills in Microsoft Word, Publisher, and PowerPoint 2010. Students will use these applications to design, develop, create, edit and share business documents, publications, and presentations.

**Business Computer Applications (AZ10005)****1.0 Credit**

This two semester course explores the use of technology applications in both business and personal situations. It provides key knowledge in communication skills, business technology, word processing applications, spreadsheet applications, database applications, telecommunications, desktop publishing, presentation technology, computer networks and computer operating systems.

**Information Management (AZ10051)****0.5 Credit**

This semester course introduces students to various information and communication technologies and explains how information systems are used to solve problems and make better business decisions.

**IT: Essentials: PC Hardware and Software (AZ10254)****0.5 Credit**

This semester course will provide students with an understanding of computers and how they operate as well as a basic understanding of how to manage and maintain computers and computer systems. These skills will provide students with the ability to configure computers and solve computer problems. Students will learn details about the different elements of computers and computer systems. They will learn to identify hardware devices and their functions. They will be instructed on the role of operating systems as well as how to install and customize the Windows operating system. Students will learn about networking and the Internet. They will also be introduced to security issues in order to protect themselves and their computers and data. Students will also learn about some of the software applications typically used on computers today, such as Microsoft Office. In addition, students will learn specifics about maintaining and troubleshooting computers, including managing files, backing up systems, and using the administrative tools in the Windows operating system. Lastly, the students will learn the basics of customer service and working as a help desk support technician.

**Networking Systems (AZ10102)****0.5 Credit**

The semester course also explores a good deal of technology, specifically the software and hardware supporting LANs, WANs, and Wi-Fi networks. Particularly important are the protocols in the TCP/IP stack that are used to communicate across a network, but the students are also introduced to the hardware, including hubs, switches, bridges, routers, and transmission media. The student is expected to learn that a network is not some mysterious idea out there in cyberspace. It is a mechanism that is fully dependent on its parts working properly. Once the students understand the fundamentals of the layers and network hardware, they can be introduced to questions of security, network management, and network operating systems. In particular, they should understand the role of the server. They have already encountered many examples of client-server relationships, and the material later in the course should introduce them to the many roles that a server can play as a part of a network.

*Engineering and Technology***Engineering Design (AZ21006)****0.5 Credit**

By building real-world problem-solving and critical thinking skills, students learn how to innovate and design new products and improve existing products. Student will be introduced to the engineering design process to build new products and to the reverse engineering process, which enables engineers to adjust any existing product. Student will also address how fluid power is used by engineers to make difficult maneuvers easier, increasing efficiency and minimizing effects on the environment.

**Principles of Engineering (AZ21004)****0.5 Credit**

This course will introduce students to the field of engineering and the types of technology that can result from the engineering design process. Student will gain an understanding of the career options available in this field, and the skills, education, and experience needed to obtain these careers. Student will learn how to be successful problem solvers. They will become familiar with the steps in the invention process and will investigate the ways in which engineers take an idea from an initial concept to a working technology. They will learn about real-world examples of engineering innovations, including global engineering projects, cutting-edge medical technology and environmentally friendly designs.

*Public, Private, and Government Services***Criminal Justice (AZ15051)****0.5 Credit**

Students explore law enforcement, the courts, and the correctional system. They study what crime is, how crime is measured, and theories of crime causation. They also examine issues and challenges within the criminal justice system and its future decisions.

*Hospitality and Tourism***Exploration of Restaurant, Food and Beverage Services (AZ16051)****0.5 Credit**

This course is designed as an overview to prepare student in the area of food and beverage. Students will learn the basics of food service management and operations with an emphasis on the fundamental values of hospitality and responsible management. Students will gain knowledge of and understand how the correct blend of hard skills and soft skills can maximize profits in the hospitality industry. Topics include meal planning and pricing, types of services styles, food and beverage marketing, facility design and layout, financial controls, sanitation, safety, ethics, and legal concerns as well as identifying opportunities and career paths for those interested.

**Lodging- Comprehensive (AZ16102)****0.5 Credit**

This course introduces student to hotel management. Student taking this course briefly review the history of the lodging industry, and place contemporary hotels in a larger context of the hospitality industry. They will study hotels from several different angles: vision and mission, organizational structures, and the structure and functions of different divisions within the hotel. The course emphasizes the room divisions, and addresses how it related to food and beverage, sales and marketing, hospitality, and security divisions. In the process, students get a chance to research a number of hotels, and hotel divisions in action.

*Healthcare Services***Medical Offices Procedures (AZ14153)****0.5 Credit**

Students learn the skills and knowledge required to perform tasks in the administrative department of a medical office. Topics include receiving patients, scheduling appointments, handling medical records, and processing insurance claims.

**Exploration of Healthcare Occupations (AZ14001)****0.5 Credit**

This course is an overview of health careers and overriding principles central to all health professions. Topics include: science and technology in human health, anatomy, physiology, and disease development, privacy, ethics, and safety in healthcare, communication and teamwork in the healthcare environment, health careers, and creating a diverse workforce of lifelong learners. This course provides a foundation for further study in the field of health science.

*C-Tech*

*C-Tech is a vocational education program that offers nationally recognized, stackable certifications in various digital infrastructure related career fields. C-Tech has been providing training since 1993 and boasts a 98% completion rate and a 90% certification rate for its courses. C-Tech offers career placement services for graduates of its programs. Students who complete certifications are equipped to step into well paid skilled labor positions immediately after High School. In addition to providing certification, the courses have cross-curricular components that align with standards in Math, English and Science curriculum. The courses are designed to be taught in a specific order. A brief description of each course follows. Students must meet criteria and have Principal/Teacher recommendation to participate. Students must take C Tech outside of regularly scheduled hours.*

**Introduction to Telecommunications****0.5 Credit**

The Introduction to Telecommunications course is designed to provide students with foundational knowledge in home and business networking. Students learn how to assemble, test and troubleshoot various audiovisual and telecommunications components. In addition, they focus on jobsite safety. The hands-on component of this course includes instruction in basic circuitry, where students configure a device called the TAB to perform a variety of functions by using wires to create circuits. They learn the basics of copper network troubleshooting, including using a tone and trace to determine the location of an unmarked network cable and they learn how to diagnose faults in copper network systems. They also learn how to perform an optical continuity test on a fiber optic system. In the Introduction to Telecommunication course, students become familiar with the use of a number of tools that will be used in later courses.



**Introduction to Network Cabling: Copper-Based Systems****0.5 Credit**

In the Introduction to Network Cabling: Copper Based Systems course, students learn skills that will allow them to obtain an entry level position in the network cabling industry. In this course, students learn various industry standards, the proper and safe use of required tools and techniques to troubleshoot and repair faults in the system. In this course, students learn to make four strand, two pair telephone cables and 8 strand, four pair networking cables. They learn how to make both Unshielded and Shielded Cat5, Cat5e and Cat6 cables. They learn to assemble digital coax cables. They learn both commercial and residential standards. Students learn to configure cabling, to use various tools to create custom length cabling. They learn proper construction techniques and building codes that are applicable in the real world. The Copper course also contains a cross-curricular component. Students learn and must apply skills in English and Mathematics. They learn some basic physics and electrical theory. They learn about the history of the electronics advancements that made modern systems possible. Upon successful completion of the course, students receive their Network Cabling Specialist (NCS) certification, which they can use to obtain employment.

**Introduction to Network Cabling: Fiber Optic-Based Systems****0.5 Credit**

In the Fiber Optics course, students gain hands-on knowledge of fiber optic systems. They learn skills that are very valuable when combined with the Copper certification. In this course, students learn to terminate fiber optical cables using both ST and SC connectors, how to do a mechanical splice, how to use sophisticated equipment to test the integrity of fiber optic runs and how to calculate the expected loss of light throughout the fiber optic system. As fiber optics can be hazardous (students will work with exposed glass fibers about the width of a human hair), there is an emphasis on safety in this course. There is a cross-curricular component that aligns with English, Math, Science and Social Studies standards. Upon successful completion of the course, students receive a NCS certification in fiber optic networking.

**Introduction to Home Entertainment: Residential Audio/Video Systems****0.5 Credit**

In this course, students build on skills learned in the three previous courses to earn Smart Home Professional-Residential Audio/Video Entertainment (SHP-A/V Entertainment) certification. This allows them to work in the growing smart-home field and teaches them the skills they need to install single and multi-zoned home entertainment systems, activate, diagnose and troubleshoot system operation, determine the optimal placement of speakers, test speaker and device wiring, read blueprints and use specialized equipment to check for proper polarity and optimal speaker and system operation. Students gain a basic understanding of the principals of A/C and D/C electrical currents as well as the differences between analog and digital systems. As with the other courses, there is a cross-curricular component that covers English, Math, Science and History.