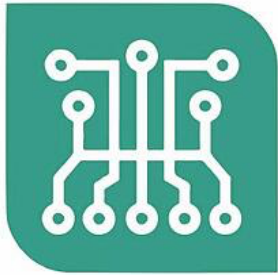
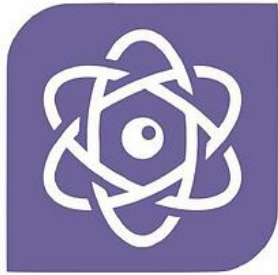


Career Certifications Catalog

9th to 12th Grade



B • E • S • T

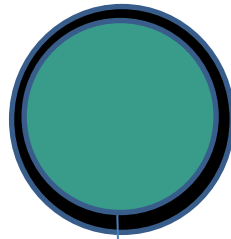
ACADEMY

Brookfield Engineering Science & Technology Charter School

College & Career Pathways | Personalized Guidance Support

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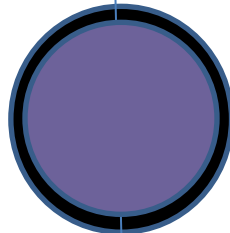
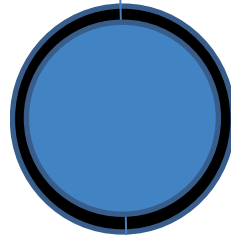
HOW DOES IT WORK?



Meet the Requirements:

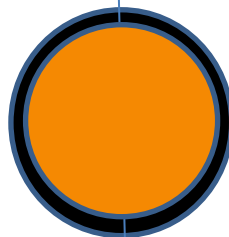
- Grades 9-12
- Reading Lexile 900L and up

Take Two Concentrator (CON) Classes



Take Two Capstone (CAP) Classes

Take National Certification Exam



Business & Finance Sector

Administration Specialist *

Business Communications 1A: Introduction (CON)

No matter what career you're planning to pursue, excellent professional communication will be key to your success. Upgrade your abilities in speaking, listening, writing, using and reading body language, and communicating in teams and groups. Discover how to plan, create, and deliver business presentations and communicate through graphics. In no time, you'll be communicating with confidence, stand out from your peers, and impress your employer.

Business Communications 1B: Listen, Speak, & Write in the Workplace (CON)

You've learned your audience, found your voice, and can read the body's unspoken words. Now, it's time to limber up those fingers and learn the P's and Q's of communicating in a business setting. In this course, you're going to take the basic writing skills you've developed and revise them so you can take new approaches to planning, building, and distributing documents for a business audience. You'll continue to explore the essentials of writing while drafting new understandings of business documents, and then you'll learn to apply your business communication skills to job applications, interviews, and presentations. No matter your career of choice, learning to effectively communicate will help your professionalism grow leaps and bounds. Let's get writing!

Office Administration 1A: Introduction (CAP)

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 (CAP)

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!

Legal Administrative Specialist *

Business Communications 1A: Introduction (CON)

No matter what career you're planning to pursue, excellent professional communication will be key to your success. Upgrade your abilities in speaking, listening, writing, using and reading body language, and communicating in teams and groups. Discover how to plan, create, and deliver business presentations and communicate through graphics. In no time, you'll be communicating with confidence, stand out from your peers, and impress your employer.

Business Communications 1B: Listen, Speak, & Write in the Workplace (CON)

You've learned your audience, found your voice, and can read the body's unspoken words. Now, it's time to limber up those fingers and learn the P's and Q's of communicating in a business setting. In this course, you're going to take the basic writing skills you've developed and revise them so you can take new approaches to planning, building, and distributing documents for

a business audience. You'll continue to explore the essentials of writing while drafting new understandings of business documents, and then you'll learn to apply your business communication skills to job applications, interviews, and presentations. No matter your career of choice, learning to effectively communicate will help your professionalism grow leaps and bounds. Let's get writing!

Legal Administration 1A: Introduction (CAP)

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 Administration 1B: Taking Care of the Legal Office (CAP)

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.

Manager *

Business Communications 1A (CON)

No matter what career you're planning to pursue, excellent professional communication will be key to your success. Upgrade your abilities in speaking, listening, writing, using and reading body language, and communicating in teams and groups. Discover how to plan, create, and deliver business presentations and communicate through graphics. In no time, you'll be communicating with confidence, stand out from your peers, and impress your employer.

Business Communications 1B (CON)

You've learned your audience, found your voice, and can read the body's unspoken words. Now, it's time to limber up those fingers and learn the P's and Q's of communicating in a business setting. In this course, you're going to take the basic writing skills you've developed and revise them so you can take new approaches to planning, building, and distributing documents for a business audience. You'll continue to explore the essentials of writing while drafting new understandings of business documents, and then you'll learn to apply your business communication skills to job applications, interviews, and presentations. No matter your career of choice, learning to effectively communicate will help your professionalism grow leaps and bounds. Let's get writing!

Management 1A (CAP)

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 (CAP)

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.

Business Management: Entrepreneur *

Entrepreneurship 1A: Introduction (CON)

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 (CON)

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!

Business Ownership 1A: Introduction (CAP)

Do you dream of a future where you can have creative freedom, working in an industry you love, where you can get up every morning excited about the day will bring? In this course, you'll learn the skills you'll need in order to take your dream and transform it into a successful business. You'll explore foundations like generating ideas to qualifying opportunities, analyzing the market, and identifying skills for successful deployment. You'll learn to keep your business rolling and growing through effective workplace leadership and training while incorporating technological innovations to keep your business competitive. Are you ready to turn your dreams into reality? Let's get goaling!

Business Ownership 1B: Reach for the Stars (CAP)

You've defined your business and made a plan to launch your vision, and now, it's time to turn that business into a well-oiled machine! In this course, you'll familiarize yourself with tried-and-true strategies for success! You'll distinguish market segments, develop the appropriate market mix, brand your business, create a top-notch customer service environment, and calculate financial factors for the crucial first year- and every year after! Owning a booming business doesn't happen by accident. Let's learn what it takes and execute on the essentials to turn your business vision into a reputable reality!

Education, Child Development, & Family Services Sector

Child Development: Day Care Worker

Real World Parenting (CON)

Do you love children? Maybe you plan on babysitting or having your own someday. Learn how being a parent is much more than merely feeding, bathing, and protecting a child. Creating a positive environment, nurturing, fostering education, and serving as a role model are critical aspects. Learn how to be a positive force in the development of your future children, as well as others around you.

Nutrition & Wellness (CON)

To keep our body and our mind running like finely tuned machines, we need to use the right fuel. For humans, that means nourishing our bodies with the right foods. In this course, you'll explore how food affects essential aspects of your life from your weight to how you age to how well you think. You'll also examine how outside influences- family, peers, and the media- can affect your diet and your perception of food and how to set yourself up for nutritional success. Are you interested in a career in holistic wellness? Start your health journey now with Nutrition and Wellness.

Early Childhood 1A (CAP)

Are you curious to see what it takes to educate and nurture early learners? Use your curiosity to explore the fundamentals of childcare, like nutrition and safety, but also the complex relationships caregivers have with parents and their children. Examine the various life stages of child development and the best educational practices to enrich their minds while thinking about a possible future as a childcare provider!

Early Childhood 1B: Developing Early Learners (CAP)

Discover the joys of providing exceptional childcare and helping to develop future generations. Learn the importance of play and use it to build engaging educational activities that build literacy and math skills through each stage of childhood and special need. Use this knowledge to develop your professional skills well suited to a career in childcare.

Fashion & Interior Design Sector

Cosmetology, Esthetician, Hair Stylist

Cosmetology 1: Cutting Edge Styles (CON)

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 Care (CON)

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: Waving, Coloring, and Advancing Hair Skills (CAP)

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 Advancing Hair Skills (CAP)

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.

Health Science & Medical Technology Sector

Allied Health Assistant *

Medical Terminology 1A (CON)

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 (CON)

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.

Allied Health Assistant 1A: Introduction (CAP)

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 & Specialties (CAP)

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.

Biotechnology Biotechnician *

Biotechnician 1A: Introduction (CON)

There are so many mysteries that need unraveling in the world today that can help us grow better crops, cure diseases, combat pollution, solve crimes, and so much more. If you love the idea of solving problems to make the world a better place, a career as a biotechnician may be for you. In this course, you'll learn the basics of lab safety, how to perform tasks crucial to experimentation, biological basics, and about the exciting careers available in the field of biotechnology. Not all heroes wear capes. Some wear lab coats. Grab yours and let's get started!

Biotechnician 1B: Advancements in Biotechnology (CON)

You've scratched the genetic surface of a biotechnician's world, but now, we're going to dive deeper into mankind's future. In this course, you'll explore essential topics that structure the reality of biotechnology such as the role genetics and epigenetics play in influencing human traits, the creation and purpose of recombinant DNA, and how the human immune response can be tweaked to fight disease. You'll also explore GMO's and biofuels and how an idea becomes reality in the biotech industry. Let's continue learning about how you can change the world in a role as a biotechnician.

Biotechnician 2A: Moving Into the Lab (CAP)

Are you ready to have an authentic, positive impact on human life? In this course, you will dive even deeper into the role of a biological technician to understand how genetic engineering works. You will explore managing a biotech laboratory, Microscopy and Spectroscopy, mammalian cell culture, what the day-to-day duties of a biotechnician involve, and more. You will also explore experimental design as it relates to genetic engineering to plan your own experiments. Get ready to break down the building blocks of the human design!

Biotechnician 2B: The Future of Biotechnology (CAP)

You've examined the DNA of the biotechnology field, and now have a solid understanding of the day-to-day duties. In this course, you will build on the basics and learn how a career as a biotechnician could change the world! You will explore genetics- diseases, therapies, and testing, AI and precision medicine, CRISPR and agricultural sciences, and much more. You will also explore job opportunities in the field of biotechnology and tips for planning a career. Get ready to engineer your understanding of biotechnology!

Dental Assistant *

Dental Assistant 1A: Introduction (CON)

Are you a compassionate person who genuinely cares about helping others be healthy? Learn how becoming a Dental Assistant can offer you a rewarding career as well as job security. Start with learning the different roles within a dentist's office, organizations to get involved with, and basic head, neck, and dental anatomy. Learn what it takes to embark on a career sure to provide personal and professional fulfillment.

Dental Assistant 1B: Principles of Clinical Dentistry (CON)

You have scraped the surface of how rewarding assistant dentistry can be, and now it's time to drill deeper into the inner-workings of the role. In Dental Assistant 1b: Principles of Clinical Dentistry, you'll learn about the daily duties of a dental assistant including the structure of an office visit, managing patient records, and administrative aspects of the role. You'll also explore how patient health can impact oral health, how to prepare for and perform a patient visit, and how to succeed in a team environment. Let's continue polishing those skills to become a dental assistant today!

Dental Assistant 2A: Infection Prevention and Pharmacology (CAP)

Your passion for dentistry has strong roots, and now it's time to drill even deeper into the pulp of the science. In this course, you will continue to explore the field of dentistry through a work-based learning experience while studying how to maintain a safe environment for patients. You'll cover prevention, recognition, and management of common dental office emergencies and how to manage patient pain and medications. You'll learn about microbiology and the modes of disease related to oral care as well as explore specialties in the dental field important responsibilities and guidelines for providers. Let's continue sharpening your cusp of knowledge as a dental assistant!

Dental Assistant 2B: Exploring Specialized Areas of Dentistry (CAP)

You've learned dental anatomy, the structure of a dental practice, and basic dental treatments; now, it's time to drill down even deeper into the world of a dental assistant. In this course, you'll explore clinical subjects: maintaining safe environments for patients, managing pain and medications, using and handling common materials in a dental setting, the basics of

radiology, dental specialties and more! You'll also encounter activities designed to get you out of the classroom and into the dental world investigating and volunteering in professional settings. Lastly, you'll learn about professional organizations, gaining employment, and the certification process. Let's keep heading towards the apex of your future career!

EKG/ECG Technician *

Medical Diagnostic Technology 1A: Introduction (CON)

Have you ever wondered how a health professional knows how to diagnose an illness? Or what medications to prescribe to a patient depending on the person's body and their signs and symptoms? Learn about different diagnostic technology used and essential body systems and fluids that need to be understood to make an accurate diagnosis of a disease, condition, or illness. This career field is flourishing, and now is the time to be part of it!

Medical Diagnostic Tech 1B: Exploring Systems and Procedures (CON)

Our bodies are complex, and when we start feeling ill, a doctor or specialist must analyze and diagnose what could be wrong. Learn about different diagnostic technology, procedures, essential body systems, and fluids that need to be understood to make an accurate diagnosis of a disease, condition, or illness. This career field is flourishing, and now is the time to be part of it!

EKG Technician 1A: Introduction (CAP)

Our hearts are essential to our survival. And EKG technicians play an important role in administering tests and evaluating data given by the electrocardiogram (EKG) to treat patients effectively. Explore the cardiovascular system and its anatomy, and its role in our body, health, and lives. If you're a people person and want to work in healthcare, build the knowledge and skill base to prepare you for a cardiovascular career.

EKG Technology 1B: Analysis and Response (CAP)

Does the thought of becoming an EKG Technician still make your heart skip a beat? Continue your journey through the peaks and valleys of EKG waves and really dig into the details of the cardiac code to fulfill your ultimate goal: saving lives! This course will prepare you to interpret different EKG waves, how to spot wave abnormalities, how to differentiate between different disorders, and how to treat those disorders. Let's get ready to continue your adventure into the world of cardiology and a possible career as a EKG Technician!

Emergency Medical Responder *

Medical Terminology 1A (CON)

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 (CON)

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.

Emergency Medical Responder 1A: Introduction (CAP)

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 (CAP)

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.

Medical Office Administrator *

Medical Terminology 1A (CON)

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 (CON)

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.

Medical Office Administration 1A: Introduction (CAP)

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 (CAP)

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 Lab Assistant *

Medical Lab Assisting 1A: Introduction (CON)

Getting to the root of medical issues and uncovering ailments is the core of the medical field. Are you drawn to the idea of being part of a team who helps identify diseases and health-related issues? Then the role of a medical lab assistant may be for you! In this course, you will learn what it takes to become a skilled medical lab assistant including understanding medical

ethics, communicating with patients, performing blood draws and managing specimens, lab safety, and potential career paths! Grab your lab coat and latex gloves, and let's draw some new knowledge to help others!

Medical Lab Assisting 1B (CON)

You've pulled back the patient curtain and have learned the basics of the world of a medical assistant. Now, it's time to dig deeper and peer into the anatomy of the role so you can determine which type of medical assistant best suits you. In this course, you will learn more about patient care and procedures, testing and care coordination, pharmacology and safety, reimbursement, and the law. You will also narrow your own areas of interest, research organizations to shadow, and ultimately prepare for certification. Throw that curtain wide open, and let's continue the pursuit of a medical assistant!

Medical Lab Assisting 2A: Blood and Point of Care Testing (CAP)

It's time to roll up your sleeves—and your patient's sleeves, too— and dig into phlebotomy even deeper. In this course, you will explore advanced phlebotomy techniques, blood disease pathology and testing procedures, and more about blood typing. You'll build on your knowledge of blood cell behavior, counting, and clotting and all about the blood screening process from start to finish. You will also learn about lifespan considerations, troubleshoot issues common to the MLA, and expand your knowledge of point-of-care testing and reporting values. Now push those sleeves up high, and let's get started!

Medical Lab Assisting 2B: Immunology, Urinalysis, and Forensics (CAP)

You have learned so much about the critical role a medical lab assistant plays, but you're not done yet! In this course, you will build on your knowledge of techniques and testing and deepen your understanding of physiology and disease. You'll further explore the immune system and immunology, advanced specimen collection methods, antigens and antibodies, and you'll even dip into forensics. You will also learn coding essentials and the ins and outs of an effective, ethical medical lab. Let's continue examining the details of your future career and workplace!

Mental & Behavioral Health Counselor

Medical Terminology 1A (CON)

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 (CON)

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.

Human and Social Services (CAP)

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.

Peer Counseling (CAP)

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.

Medical Assistant *

Medical Terminology 1A (CON)

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 (CON)

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.

Medical Assistant 1A: Introduction (CAP)

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 (CAP)

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!

Nursing Assistant *

Medical Terminology 1A (CON)

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 (CON)

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 (CAP)

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 (CAP)

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.

Sports Medicine & Fitness Trainer *

Sports Medicine 1A: Introduction (CON)

What do you think of when you hear the phrase “sports medicine professional”? Believe it or not, the term encompasses a much larger range of career options than jobs typically associated with this field. Explore some of the most popular career pathways, day-to-day responsibilities, emergency care for athletes, and legal obligations. Discover what nutrition, healthy lifestyle, and fitness truly mean, and dive into anatomy, human biomechanics, and exercise modalities. Learn how to get started in this exciting field.

Sports Medicine 1B: Injury Prevention (CON)

You've warmed up those muscles and stretched your understanding of basic human biomechanics, but now it's time to power forward your learning even further! In Sports Medicine 1b: Injury Prevention, you'll expand your understanding of the human body to provide a greater context for injury in a variety of scenarios. You'll learn how to evaluate an injury, onsite tests to perform, and when to refer a patient to a medical professional. You'll also explore the anatomy of specific body areas to better understand injuries that may occur as well as ways to prevent injury. Are you ready to keep athletes functioning at peak levels? Grab your sports tape and let's hit the field of sports medicine!

Sports Medicine 2A: Working with Clients (CAP)

You've learned the basics about how the body works and how to attend to athletes' injuries, but now, it's time to get personal! Time to personalize and plan for clients, that is! In this course, you will learn to develop dietary and exercise regimes for clients based on their needs and goals. You'll even have an opportunity to turn plans into action by designing workouts for your own example gym. Let's hit the ground running and continue building towards a career as a trainer!

Sports Medicine 2B: Personalizing Your Practice (CAP)

“Five, four, three, two, one—rest.” You've learned what it looks like to work one-on-one with clients as a sports medicine professional, and now it's time to focus on the group. In this course, you will be introduced to teaching group exercise classes and providing rehabilitation services to clients facing injury and disease. You will also learn about laws that govern the work of sports medicine professionals, business concerns like insurance and staffing, and what you need to consider if you start your own fitness facility. It looks like it's time for the next set! Let's get started!

Hospitality, Tourism, & Recreation Sector

Guest Attendant, Hotel Manager

Hospitality and Tourism 2A: Hotel and Restaurant Management (CON)

Are you a people person? Then hospitality may be the field for you! Learn about what makes the hotel and restaurant industries unique. Learn about large and small restaurants, boutique and resort hotels, and their day-to-day operations. Evaluate the environment for these businesses by examining their customers and their competition. Discover trends and technology that makes each industry exciting and innovative. Explore a variety of interesting job options from Front Desk and Concierge services to Maître d and food service.

Hospitality and Tourism 2B: Hotel and Restaurant Management (CON)

Embark on your journey to becoming a manager in the hotel or restaurant industry by gaining knowledge and developing a variety of skills. Learn about different management styles, laws, and regulations that govern hotels and restaurants as well as how to develop job descriptions and business plans. You'll also explore how to create menus, advertise vacancies, perform interviews, and understand the financials of the hotel or restaurant.

Hotel Management 1A: Introduction (CAP)

Creating unforgettable memories through luxury and meticulous care is a service that the best hotels can offer. In this course, you will learn about the business of hospitality and the different types of hotel ownership and programs. You'll explore the essential functions of a hotel from bookings, management systems, front and back of house operations, technologies, and more. You'll also discover what it takes to keep guests happy and run a sustainable program. Let's create some management magic!

Hotel Management 1B: Exploring the Industry (CAP)

You have gained some insight into what it takes to successfully manage a hotel, and now it's time to pull back that perfectly pressed curtain a little further. In this course, you'll dig deeper into hotel organization from structure to departments and staffing needs. You'll explore management and leadership including types of managers; management styles, roles, and responsibilities; and technical and communication management skills. You'll also learn more about the big picture of the travel and tourism industry, how to handle emergencies, growth and sustainability, laws and ethics, careers in the industry, and more! Let's push those curtains wide open for a better view of your road to management.

Kitchen Associates – Sous Chef *

Culinary Arts 1A: Introduction (CON)

Thinking of a career in the foodservice industry or looking to develop your culinary skills? Explore basic cooking and knife skills while preparing you for entry into the culinary world. Discover the history of food culture, food service, and global cuisines while learning about food science principles and preservation. Prepare for your future by building the professional, communication, leadership, and teamwork skills that are crucial to a career in the culinary arts.

Culinary Arts 1B: Finding Your Palate (CON)

Did you know that baking is considered a science? Discover how to elevate your culinary skills through the creation of stocks,

soups, sauces, and learn baking techniques. Examine sustainable food practices and the benefits of nutrition while maintaining taste, plating, and presentation to truly wow your guests. Explore careers in the culinary arts for ways to channel your newfound passion!

Culinary Arts 2A: Baking, Pastries, and More! (CAP)

Whether you aspire to be a world-class chef or just want to learn the skills needed to create your own dishes, you'll build a strong foundation and grow your knowledge of this exciting industry. Explore baking and desserts, learn how to prepare proteins, and study nutrition and safety in the kitchen. Enhance your understanding of sustainability in the food industry, learn to prepare meals from a global perspective, and dissect the business of cooking, from managing a kitchen to successfully running a catering company.

Nutrition & Wellness (CAP)

To keep our body and our mind running like finely tuned machines, we need to use the right fuel. For humans, that means nourishing our bodies with the right foods. In this course, you'll explore how food affects essential aspects of your life from your weight to how you age to how well you think. You'll also examine how outside influences- family, peers, and the media- can affect your diet and your perception of food and how to set yourself up for nutritional success. Are you interested in a career in holistic wellness? Start your health journey now with Nutrition and Wellness.

Restaurant Manager

Culinary Arts 1A: Introduction (CON)

Thinking of a career in the foodservice industry or looking to develop your culinary skills? Explore basic cooking and knife skills while preparing you for entry into the culinary world. Discover the history of food culture, food service, and global cuisines while learning about food science principles and preservation. Prepare for your future by building the professional, communication, leadership, and teamwork skills that are crucial to a career in the culinary arts.

Culinary Arts 1B: Finding Your Palate (CON)

Did you know that baking is considered a science? Discover how to elevate your culinary skills through the creation of stocks, soups, sauces, and learn baking techniques. Examine sustainable food practices and the benefits of nutrition while maintaining taste, plating, and presentation to truly wow your guests. Explore careers in the culinary arts for ways to channel your newfound passion!

Restaurant Management 1A (CAP)

Have you ever dreamed of running your own restaurant? Explore exactly what's needed to run a successful restaurant, including ordering supplies, hiring quality workers, maintaining inventory, and managing a large staff. Understanding such concepts as food safety, hygiene, customer relations, marketing, and using a point-of-sale system are crucial to being an effective restaurateur. Whether you are hoping to operate a casual sit-down eatery, oversee a fine dining establishment, or buy a food franchise, this course is the perfect first step.

Restaurant Management 1B (CAP)

This is a continuation of 1A

Information & Communication Technologies Sector

Cybersecurity Specialist *

Network Security Fundamentals 1A: Introduction (CON)

Have you seen news headlines about cyber data breaches or hacks? With so many businesses working hard to ensure that their data and their customers' information stay safe and secure, it's no wonder that careers in cybersecurity are in high demand. Learn what information security is, hackers, viruses, spyware, network systems, identifying potential vulnerabilities, protecting against attacks, and creating a disaster and response plan if breaches do occur. Could you be the security specialist that stops the next cyberattack?

Network Security Fundamentals 1B: Forensics and Permissions (CON)

As the world becomes increasingly more interconnected by technology, computer and mobile-based crimes are becoming more prevalent. Explore cyber forensics, encryption, cryptography and cryptology, user and password management to mitigate large data breaches, and other threats, vulnerabilities, and security issues. Discover what it takes to enter this high-demand career field. As a cybersecurity specialist, you'll never get bored with trying to keep individuals and organizations safe!

Operational Cybersecurity 1A: Introduction (CAP)

Even when we use the strongest bricks, Firewalls can be breached and other security measures can be exploited by malicious cyberattackers. In this course, you will assume your role as Chief Information Security Officer (CISO) responsible for a data network's design, maintenance, and end-user training. You will explore essentials of keeping networks safe and secure through the use of cryptology, keys, and certificates before moving into the important practice of risk assessment. In the end, your attention will shift to mitigating and managing identified risks and working with key stakeholders to improve the organization's security posture and disaster response. Are you ready to help businesses protect personal information and outsmart cyber attackers? Grab your white hat, BYOD, and let's get started!

Operational Cybersecurity 1B: Security and Planning in the Workplace (CAP)

More and more, companies are under attack by malicious cyber attackers compromising the security of sensitive employee, customer, and societal data. In this course, you will dive into data security in the workplace and will learn ways to mitigate cyber threats that lurk in dark corners. You will step into the familiar shoes of CISO, this time at a startup company, making decisions about access and authentication protocols, security planning, and expanding the business in a safe way. Lastly, you will explore real-world security breaches, how they were solved, and step-by-step instructions to setup robust security policies. Let's continue forging your cybersecurity stronghold against cyber attackers and keep sensitive data secure.

Network Systems Specialist *

Introduction Networking 1A: Introduction (CON)

What would happen if we didn't have the internet? The internet is one example of a network, so you can only imagine why networking careers are essential. Start exploring the fundamentals of networking, learning about the different parts of a

computer and hardware, network operating systems, and understanding how common network devices can be connected. You'll get hands-on to explore different types of cables used to create networks – and even make cables in Wired Networking activities. Get started with your introduction to networking!

Introduction Networking 1B: Network Oversight (CON)

Network administrators are responsible for the oversight of an organization's computer network. This includes installing hardware and software but also relies on considerable technical skills to resolve network issues. Discover how to set up a network, troubleshoot problems, monitor network security, infrastructure, performance, and contribute to creating policies and procedures. As a network admin, you'll help keep businesses safe and running correctly.

Advanced Networking 1A: Introduction (CAP)

The world has never been more connected than it is today and through advancing network technologies, tomorrow will be even more tightly united. In this course, you will learn about a variety of different networks, their layers, and the different needs they address. You'll uncover best practices for setting up secure remote access connections, techniques to troubleshoot and think strategically, and correct documentation. Lastly, you'll learn tips to successfully communicate in the workplace. Get ready to support tomorrow's connectedness today!

Advanced Networking 1B: Protecting Your Network (CAP)

You've learned the basics of networks, and now it's time to dig deeper into the intricacies and inner workings of these channels. In this course, you'll learn the methods used to manage traffic, transmissions, and users based on organizational needs and the important decisions that go into building an optimal network. You'll explore types of malicious attacks and the role that risk management plays in the strategic planning to prepare for, monitor, and efficiently remediate damage. Lastly, you'll investigate processes that can be used to prevent, monitor, and notify of these events to employ action plans quickly. Get ready to advance your networking prowess! Let's get started!

Web Developer *

Digital Media Fundamentals 1A: Introduction (CON)

Discover your talent for building digital media applications using text, graphics, animations, sounds, videos, and more! Learn about the elements that make impressive media, such as typography, color theory, design, and manipulation. Explore careers to apply your digital media skills and find your place in this fast-paced and exciting field!

Digital Media Fundamentals 1B: Producing for the Web (CON)

Let's polish your digital media skills and help you learn all about web design. Incorporate your creative ideas into websites and discover the basics of marketing to understand how your work can be used effectively. You'll also explore the world of podcasts and audio editing to construct a solid foundation from which you can pursue a career in this exciting field.

Digital Media Web Design 1A: Build a Portfolio Website (CAP)

Did you know that you are consuming digital media every time you open an app or use your computer or tablet? Digital media may be a webpage, video, image, podcast, form, or more. Explore how you can develop webpages that embed different media and interactivity for excellent user experience through programming languages such as HTML and CSS. Examine trends and opportunities, education requirements, student organizations, and industry certification options. It's your turn to start

designing websites and experiences for digital media consumers.

Digital Media Web Design 1B: Build an eCommerce Website (CAP)

Think of the best online stores you've visited. What do you think makes them unique? How do they keep buyers engaged and purchasing? Before you can design a great eCommerce store, it's essential to understand how one works. Learn the trends, design principles, and security strategies. Explore what it means to adhere to ethical and legal requirements and complying with industry standards and accessibility. It's time to start designing the next best eCommerce site!

Game & Animation Designer/Programmer *

Foundations of Game Design 1A: Introduction (CON)

Does your love of video games motivate you to pursue a career in this field? Pursue your passion by learning about the principles of game design through the stages of development, iterative process, critiques, and game development tools. Put these new skills to work by designing your own game!

Foundations of Game Design 1B: Storytelling, Mechanics, and Production (CON)

Now that you have the basics of game design down, let's use your creativity to develop a game from start to finish! Develop your game creation skills and practice with the tools professionals use to launch your career options in the field of game design. The content of this course also applies to certification exams.

Game Design 2A: Build a World (CAP)

Are you ready to enter this multi-billion-dollar industry and start applying your technical skills into a compelling package that will catch the eye of an employer? Beginning with conceptualization and the design process, you'll develop your game's story elements, narrative, plot, characters, and assets. Using game design software, you'll bring your game to life by applying lighting, audio, visual effects, player choice options, AI, and consider the type of controls to use for your game. Build a world players can get immersed in.

Game Design 2B: Launch a Game (CAP)

You've already done the groundwork, and now it's time to level up and launch! In Game Design 2b, you'll take your runner game to new heights and enter the land of fire and ice using the cool tools that Unity has to offer! Get ready to build atmospheric landscapes, mountain runs, stair builds, and implement obstacles to keep your relic safe! Then, your real-world game begins: test and evaluate your game and prepare for a market launch! All of the moving parts of the game development process come together in this course, so you can unleash your game into the world!

Computer Programmer/Software Developer *

Introduction to Programming 1A: Introduction (CON)

Have you ever wondered how your favorite software is created? Explore the software development life cycle from start to finish while developing your own programming skills with Python. Explore the power of data and algorithms along with their influence on the world. Launch yourself into the endless possibilities a career as a programmer can bring you!

Introduction to Programming 1B: Problem Solving Through Programming (CON)

Dig deeper and expand your knowledge as you discover how programming can solve a vast array of problems. Plan and develop a problem-solving program while performing testing, debugging, and quality assurance procedures. Design and plan your own app as part of your capstone project to give you a thorough introduction to the world of programming.

Programming 2A: Procedural Programming (CAP)

Congratulations; you're speaking a different language! A programming language that is. But do you want to learn more? Discover the most popular programming languages and what they have to offer the software world. Explore data, algorithms, and objectives and how they are essential to language 'speak'. Learn the software development life cycle and how it can be implemented so you can create projects, such as a prototype for an app you'll code and a working to-do list website.

Programming 2B: Creative Programming (CAP)

Get ready to take your programming abilities to the next level in Programming 2b! You'll start by developing a simple web page using HTML, CSS, and JavaScript and then you'll practice your Python skills, making your own photo editor and sound player! Using API, you'll practice adding a weather widget to a website and you'll ensure page safety using encryption techniques through Python. You'll test, you'll inspect, you'll collaborate, and for your finale, you'll craft a graphical user interface for an app using Python's Tkinter! Let's get ready to program!

Marketing, Sales, & Service Sector

Entrepreneur *

Entrepreneurship 1A: Introduction (CON)

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 (CON)

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!

Business Ownership 1A: Introduction (CAP)

Do you dream of a future where you can have creative freedom, working in an industry you love, where you can get up every morning excited about the day will bring? In this course, you'll learn the skills you'll need in order to take your dream and transform it into a successful business. You'll explore foundations like generating ideas to qualifying opportunities, analyzing the market, and identifying skills for successful deployment. You'll learn to keep your business rolling and growing through effective workplace leadership and training while incorporating technological innovations to keep your business competitive. Are you ready to turn your dreams into reality? Let's get goaling!

Business Ownership 1B: Reach for the Stars (CAP)

You've defined your business and made a plan to launch your vision, and now, it's time to turn that business into a well-oiled machine! In this course, you'll familiarize yourself with tried-and-true strategies for success! You'll distinguish market segments, develop the appropriate market mix, brand your business, create a top-notch customer service environment, and calculate financial factors for the crucial first year- and every year after! Owning a booming business doesn't happen by accident. Let's learn what it takes and execute on the essentials to turn your business vision into a reputable reality!

Marketing Specialist *

Marketing Foundations 1A: Introduction (CON)

Explore the fast-paced and exciting world of marketing! Learn about the role of marketing in business in addition to the basics of business management, customer service, and economics. Examine how to identify target markets, perform market research, and develop successful marketing strategies. Discover the legal and ethical considerations of business and marketing, along with the impact of government on business.

Marketing Foundations 1B: Building Your Base (CON)

Dig deeper into the world of marketing and what it means for business success! Become a marketing mix pro by studying understanding branding, advertising, promotion strategies, and more, through real-world applications and practices. And explore the secrets of advertising and promotion. Learn about effective sales techniques and discover employment opportunities to pursue a career in this exciting field!

Marketing 2A: Global Business and Trade (CAP)

Can you think of a brand that first launched in the U.S. and then became popular in other countries? Facebook™ did this very thing! Without a solid understanding of business and international marketing strategy, it becomes nearly impossible to be successful and stand out from the crowd. Discover how business and marketing works around the world. You'll learn about topics such as regulations, market research, marketing plans, global trends, buying and selling internationally, and more.

Marketing 2B: Developing a Sales Team (CAP)

How does a business make money? If you said sales, then you're right! This course explores the secrets to sales. You'll learn expectations, best practices, sales planning, building a clientele that becomes long-term buyers, and how to stay motivated to sell, sell, sell! If sales management is your goal, you'll learn about management styles, how to find, hire, train, motivate, and compensate your team.

Sports & Entertainment Marketer*

Marketing Foundations 1A: Introduction (CON)

Explore the fast-paced and exciting world of marketing! Learn about the role of marketing in business in addition to the basics of business management, customer service, and economics. Examine how to identify target markets, perform market research, and develop successful marketing strategies. Discover the legal and ethical considerations of business and marketing, along with the impact of government on business.

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explore the secrets of advertising and promotion. Learn about effective sales techniques and discover employment opportunities to pursue a career in this exciting field!

Sports & Entertainment Marketing 1A: Introduction (CAP)

The bright lights. The roaring crowds. The chants and cheers and applause. If you are drawn to the electricity of large events and the challenge of making events successful, a career in sports and entertainment marketing may be for you! In this course, you will trace the development of these industries, dissect their dual nature, and discover what it takes to pitch, promote, and deliver on these services. You 'll also explore the necessary steps to chart your own career path from among the professional roles that these industries need to operate. Let's get off the sidelines and hop into the primetime of the sporting and entertainment worlds!

Sports & Entertainment Marketing 1B: Promoting the Main Event (CAP)

Get ready to drop your spectator status for an all-access pass to enter the exciting world of sports and entertainment marketing! In this course, you'll secure a solid foundation of effective marketing by studying the different roles and levels and how they relate to one another. Then, you'll explore the modern marketing methods professionals use to take an event concept and make it successful. Finally, you'll get up to speed on industry terminology and touchpoints with the help of HR. Get ready to flash that pass and gain all-star access to the stage and arena!

Sales Representative *

Marketing Foundations 1A: Introduction (CON)

Explore the fast-paced and exciting world of marketing! Learn about the role of marketing in business in addition to the basics of business management, customer service, and economics. Examine how to identify target markets, perform market research, and develop successful marketing strategies. Discover the legal and ethical considerations of business and marketing, along with the impact of government on business.

Marketing Foundations 1B: Building Your Base (CON)

Dig deeper into the world of marketing and what it means for business success! Become a marketing mix pro by studying understanding branding, advertising, promotion strategies, and more, through real-world applications and practices. And explore the secrets of advertising and promotion. Learn about effective sales techniques and discover employment opportunities to pursue a career in this exciting field!

Professional Sales and Promotion 1A: Introduction (CAP)

"Sell me this pen." It seems like an easy request, but the art of selling takes nuance, expertise, and an ability to navigate the complexities of client needs. In this course, you'll learn about the bigger picture of the sales cycle. You'll examine the role of today's sales professional along with the skills and qualities needed for success, and you'll learn the ins and outs of the sales process and how it is driven by recognizing and responding to customer needs. Before long, you'll be a part of the well-oiled engine that drives the entire commercial economy. But first, can you sell me this pen?

Professional Sales and Promotion 1B: Secrets of Sales Success (CAP)

They say money makes the world go round, but sales is what keeps the world spinning. In this course, you'll explore the power of promotion and how to rise to the ranks of an elite sales and promotions rep. You'll dive into what it takes to be a stellar seller, how salespeople work together in teams to meet goals, and how the savviest sales managers employ proven sales

methods mixed with technology, tools, and psychological insights to build and operate an efficient sales team. Are you ready to keep the world in motion? Let's uncover the secrets of sales success.

Public Services Sector

Emergency Medical Responder *

Medical Terminology 1A (CON)

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 (CON)

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.

Emergency Medical Responder 1A: Introduction (CAP)

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 (CAP)

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.

Forensics Specialist

Forensics Science 1: Secrets of the Dead (CON)

Fingerprints. Blood spatters. Gunshot residue. If these things intrigue you rather than scare you, then forensic science may be for you. Explore the riveting job of crime scene analysis, and learn the techniques and practices applied during a crime scene investigation, including how clues and data are recorded and preserved. Discover how technology is applied to make discoveries and bring criminals to justice.

Forensics Science 2: More Secrets of the Dead (CON)

The best way to battle crime these days is not with a weapon, but with science. Dig deeper into the science of forensics and the basic scientific principles used in the lab, such as toxicology, material analysis, microscopy, and forensic anthropology. Find out how scientists use everything from insects to bones to help them solve crimes. And discover how advanced techniques and technology can lead to catching even the craftiest criminal.

Cybersecurity 1A: Foundations (CON)

We depend more on the technologies we interact with every day; and we put more and more of our personal data out there online. Can all of that data really be kept “secret”? Learn about the various parts of your computer, how they work together, and how you can manipulate them to keep your data safe. Dive into the tools, technologies, and methods that will help protect you from an attack and discover the many opportunities in the rapidly growing field of cybersecurity.

Cybersecurity 1B: Defense Against Threats (CON)

Unmask the cybersecurity threats around you by understanding hackers and identifying weaknesses in your online behavior. Learn to avoid the various types of cyberattacks, including those to your social media accounts, and to predict the potential legal consequences of sharing or accessing information that you do not have rights to. Dig into these crimes in depth by taking a look at cyber forensics and other cybersecurity careers. Cybersecurity will play an increasingly larger role in our personal and professional lives in the years to come.

Legal Administrative Assistant

Careers in Criminal Justice 1A: Introduction (CON)

Have you ever wondered what steps take place as people as they move through the court system? The criminal justice system is a very complex field that requires dedicated people willing to pursue equal justice for all. Explore different career choices and how the juvenile justice system, the correctional system, and the trial process all work together to maintain social order.

Careers in Criminal Justice 1B: Finding Your Specialty (CON)

Have you ever thought about a career as a police officer, an FBI or DEA agent, or any occupation that seeks to pursue justice for all? Careers in criminal justice can be found at local, county, state, and federal levels, and even in the private sector. Explore some of the various occupations in this field, while simultaneously learning how they interact with each other and other first responders. Discover various interviewing techniques to uncover the truth. Understand the importance of making ethical decisions, and how you need to keep your sense of right and wrong in check to be successful in this field.

Legal Admin Specialist 1A: Introduction (CAP)

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 (CAP)

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.

Officer/Investigator *

Careers in Criminal Justice 1A: Introduction (CON)

Have you ever wondered what steps take place as people as they move through the court system? The criminal justice system is a very complex field that requires dedicated people willing to pursue equal justice for all. Explore different career choices

and how the juvenile justice system, the correctional system, and the trial process all work together to maintain social order.

Careers in Criminal Justice 1B: Finding Your Specialty (CON)

Have you ever thought about a career as a police officer, an FBI or DEA agent, or any occupation that seeks to pursue justice for all? Careers in criminal justice can be found at local, county, state, and federal levels, and even in the private sector.

Explore some of the various occupations in this field, while simultaneously learning how they interact with each other and other first responders. Discover various interviewing techniques to uncover the truth. Understand the importance of making ethical decisions, and how you need to keep your sense of right and wrong in check to be successful in this field.

Criminology: Inside the Criminal Mind (CAP)

Why do certain people commit horrible acts? Can we ever begin to understand their reasoning and motivation? Perhaps. The mental state of a criminal can be affected by many different aspects of life: psychological, biological, sociological, all of which have different perspectives and influences. Investigate not only how these variables affect the criminal mind but also how crimes are investigated and handled in the criminal justice system.

Forensics 1B: The Science of Crime (CAP)

You've investigated the surface and have started building a case, but now it's time to examine the field of forensics further. In this course, you will delve into the details, studying DNA analysis, forensic anthropology, tool marks, arson, impressions, toxicology, questioned documents, and digital forensics. You will also explore the different specialties within a forensics team. You'll learn more about what each field entails, what that specialist does at the scene and in the lab, and what conclusions can be made based on their analysis. Let's continue strengthening your case and interests for this fascinating field.