



# **Career and Technical Education Program Operational Guides**



Mike Beebe, Governor  
William L. "Bill" Walker, Jr., Director

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# Arkansas Department of Career Education (ACE) Staff Directory

## Director's Office

William L. "Bill" Walker, Jr., Director  
Room 200  
501-682-1500

[bill.walker@arkansas.gov](mailto:bill.walker@arkansas.gov)

Angela Heard, Executive Assistant

[angela.heard@arkansas.gov](mailto:angela.heard@arkansas.gov)

## Career and Technical Education

Dr. Robert E. Gunter, Deputy Director for CTE  
Room 403.1  
501-682-1040

[robert.gunter@arkansas.gov](mailto:robert.gunter@arkansas.gov)

Barbara Wheeler, Administrative Specialist

[barbara.wheeler@arkansas.gov](mailto:barbara.wheeler@arkansas.gov)

Leah Elmore, Administrative Specialist

[leah.elmore@arkansas.gov](mailto:leah.elmore@arkansas.gov)

## Accountability and Funding

Mary Ellen Koettel, Program Analyst  
Room 402  
501-682-1528

[mary.koettel@arkansas.gov](mailto:mary.koettel@arkansas.gov)

## Assessment and Curriculum

Karen Chisholm, Education & Instruction Manager  
Room 504  
501-682-1042

[karen.chisholm@arkansas.gov](mailto:karen.chisholm@arkansas.gov)

Lesia Edwards, Education & Instruction Coordinator

[lesia.edwards@arkansas.gov](mailto:lesia.edwards@arkansas.gov)

## Agricultural Sciences and Technology

Marion Fletcher, Education & Instruction Manager  
Room 501  
501-682-2561

[marion.fletcher@arkansas.gov](mailto:marion.fletcher@arkansas.gov)

Bart Draper, Education & Instruction Coordinator

[bart.draper@arkansas.gov](mailto:bart.draper@arkansas.gov)

Karie Smith, Education & Instruction Coordinator

[karie.smith@arkansas.gov](mailto:karie.smith@arkansas.gov)

Samantha McCullah, Administrative Specialist

[samantha.mccullah@arkansas.gov](mailto:samantha.mccullah@arkansas.gov)

## **Business and Marketing Technology**

James Brock, Education & Instruction Manager [james.brock@arkansas.gov](mailto:james.brock@arkansas.gov)  
Room 502  
501-682-1768

Ginger Fisher, Education & Instruction Coordinator [ginger.fisher@arkansas.gov](mailto:ginger.fisher@arkansas.gov)

LaTrenda Jackson, Education & Instruction Coordinator [latrenda.jackson@arkansas.gov](mailto:latrenda.jackson@arkansas.gov)

Tim Johnston, Education & Instruction Coordinator [tim.johnston@arkansas.gov](mailto:tim.johnston@arkansas.gov)

Maria Swicegood, Education & Instruction Coordinator [maria.swicegood@arkansas.gov](mailto:maria.swicegood@arkansas.gov)

Casey Hughes, Administrative Specialist [casey.hughes@arkansas.gov](mailto:casey.hughes@arkansas.gov)

## **Career Guidance, Exploration and Preparation**

Raymond Henson, Education & Instruction Manager [raymond.henson@arkansas.gov](mailto:raymond.henson@arkansas.gov)  
Room 408  
501-682-1616

Barbara Lensing, Education & Instruction Coordinator [barbara.lensing@arkansas.gov](mailto:barbara.lensing@arkansas.gov)

David Fisher, Education & Instruction Coordinator [david.fisher@arkansas.gov](mailto:david.fisher@arkansas.gov)

Dede Crowder, Administrative Specialist [dede.crowder@arkansas.gov](mailto:dede.crowder@arkansas.gov)

## **Family and Consumer Sciences**

Suellen Ward, Education & Instruction Manager [suellen.ward@arkansas.gov](mailto:suellen.ward@arkansas.gov)  
Room 600  
501-682-1115

Suzanne Jones, Education & Instruction Coordinator [suzanne.jones@arkansas.gov](mailto:suzanne.jones@arkansas.gov)

Susan Prater, Education & Instruction Coordinator [susan.prater@arkansas.gov](mailto:susan.prater@arkansas.gov)

Marna Farris, Education & Instruction Coordinator [marna.farris@arkansas.gov](mailto:marna.farris@arkansas.gov)

Jennifer Snyder, Administrative Specialist [jennifer.snyder@arkansas.gov](mailto:jennifer.snyder@arkansas.gov)

## **School Improvement**

Bruce Lazarus, Education & Instruction Manager [bruce.lazarus@arkansas.gov](mailto:bruce.lazarus@arkansas.gov)  
Room 406  
501-682-1535

Devry Rhodes, Education & Instruction Coordinator [devry.rhodes@arkansas.gov](mailto:devry.rhodes@arkansas.gov)

Stephanie Harvey, Education & Instruction Coordinator [stephanie.harvey@arkansas.gov](mailto:stephanie.harvey@arkansas.gov)

### **Skilled and Technical Education**

Ray Winiecki, Education & Instruction Manager [ray.winiecki@arkansas.gov](mailto:ray.winiecki@arkansas.gov)  
Room 505  
501-682-1271

Barbara Dimon, Education & Instruction Coordinator [barbara.dimon@arkansas.gov](mailto:barbara.dimon@arkansas.gov)

Jeremy Brevell, Education & Instruction Coordinator [jeremy.brevell@arkansas.gov](mailto:jeremy.brevell@arkansas.gov)

Peggy James, Administrative Specialist [peggy.james@arkansas.gov](mailto:peggy.james@arkansas.gov)

Tim Hicks, Law Enforcement Support Office Manager [timothy.hicks@arkansas.gov](mailto:timothy.hicks@arkansas.gov)  
Room 207  
501-682-1137

### **Special Populations**

Marylene Tate, Education & Instruction Manager [marylene.tate@arkansas.gov](mailto:marylene.tate@arkansas.gov)  
Room 407  
501-682-1535

Priya Gurumurthi, Administrative Specialist [priya.gurumurthi@arkansas.gov](mailto:priya.gurumurthi@arkansas.gov)

### **Workforce Training**

Sandra Porter Associate Director for Workforce Training [sandra.porter@arkansas.gov](mailto:sandra.porter@arkansas.gov)  
Room 402.1  
501-682-1505

Paula McGill, Administrative Specialist [paula.mcgill@arkansas.gov](mailto:paula.mcgill@arkansas.gov)

# Statement of Assurance

All vocational opportunities are offered without regard to race, color, national origin, sex, handicap, or age. The following civil rights laws protect individuals from discrimination in programs or activities receiving federal financial assistance:

- Title IV of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Age Discrimination Act of 1975

**RELATED LINK:** Go to the Department of Labor for assistance with specific laws and regulations, <http://www.dol.gov/dol/compliance/compliance-majorlaw.htm>.

Summary of Dates/Forms Associated with Instructional Programs		
Date	Form # and Web Site Address	Name of Form
August 1	<a href="http://ace.arkansas.gov/CareerandTechEducation/TeacherInformationSystem.htm">http://ace.arkansas.gov/CareerandTechEducation/TeacherInformationSystem.htm</a>	Computer submission of <b>Teacher Information</b>
October 1		Notification by letter of schools using concurrent credit to meet standards
October 1	<b>WE-92</b> <a href="http://ace.arkansas.gov/CTESCTENewandExpandedPrograms.htm">http://ace.arkansas.gov/CTESCTENewandExpandedPrograms.htm</a>	C & T New Program Start-up Proposals
November 10	<a href="http://www.theaet.com">www.theaet.com</a>	Computer submission of Agriculture Education Program of Activities
February 1	<a href="http://www.theaet.com">www.theaet.com</a>	Computer submission of Agriculture Education Program of Activities
February 15 (or 10 days before first contest)	<a href="http://www.theaet.com">www.theaet.com</a>	Computer submission of Agriculture Education FFA membership dues
March 15	<b>WE-4</b> <a href="http://ace.arkansas.gov/CTESCTENewandExpandedPrograms.htm">http://ace.arkansas.gov/CTESCTENewandExpandedPrograms.htm</a>	Reimbursement for C & T New Program Equipment
April 1	<a href="http://www.theaet.com">www.theaet.com</a>	Computer submission of Agriculture Education National Chapter Report
June 1	<a href="http://www.theaet.com">www.theaet.com</a>	Computer submission of Agriculture Education Annual FFA Report
June 30		STRIVE End of Year Report
2 weeks prior to beginning of class	<b>WE-6</b> <a href="http://ace.arkansas.gov/CTESCTEReporting%20Forms.htm">http://ace.arkansas.gov/CTESCTEReporting%20Forms.htm</a>	Application for Adult Skill Training Class (no classes will be approved after May 1)
No later than 2 weeks after completion of class	<b>WE-PD</b> <a href="http://ace.arkansas.gov/CTESCTEReporting%20Forms.htm">http://ace.arkansas.gov/CTESCTEReporting%20Forms.htm</a>	Adult Skill Training Class Enrollment Report (all reimbursement requests must be received by May 30)

# Program Approval Process

If a program was **conditionally approved** during the previous year and one of the following actions applies the following year, then the district will receive the program status indicated.

ACTION	STATUS TO RECEIVE
Problems are corrected	<b>FULL APPROVAL</b>
Problems not corrected	Disapproval
Critical elements from previous year received, and improvement plan not submitted	Disapproval

If a program had **full approval** during the previous year and one of the following actions applies the following year, then the district will receive the program status indicated.

ACTION	STATUS TO RECEIVE
No CTSO previous year	Conditional Approval
No program of study	Conditional Approval
No required foundations (reviewed by appropriate program area)	Conditional Approval
Core not offered every year	Conditional Approval
Testing data reflects insufficient number of students were tested	Conditional Approval
Meets all ACE standards	<b>FULL APPROVAL</b>

Program approval items reviewed during technical assistance visits and as information is available:

1. All report card items
  - A. Completers
  - B. Career and technical assessment
  - C. Academic attainment
  - D. Placement
  - E. Nontraditional numbers
2. Advisory councils and meeting minutes
3. Safety issues
4. Any item noted as lacking in technical assistance visit



## 2011-2012 Minimum Equipment Computer Standards

### Windows® Level I Desktop Minimum Specs

Suitable for all programs in Agriculture, Family and Consumer Science, Business, Career Guidance Exploration and Preparation, and STEM (unless listed below under Level II)

Will **not** run Adobe CS4 or CS5 Master Collection Fully

#### Operating System:

Windows® 7 Professional or XP Professional, SP3

#### Processor:

Intel®Core™ 2 Duo E7500  
(2.93 GHz, 3M, 1066MHz FSB) *or equivalent*

#### Memory:

2 GB DDR3 SDRAM

#### Video Card:

Intel® GMA 4500 *or equivalent*

#### Boot Hard Drive:

160GB SATA 3.0Gb/s and 9MB DataBurst Cache  
*or equivalent*

#### Data Entry:

USB Entry Keyboard

USB 2-Button Mouse with Scroll

#### Removable Media Storage:

16X DVD+/-RW SATA

#### Audio:

Internal Audio Speaker

#### Display:

19" HAS Wide Monitor

### 2011-2012 Windows® Level II Desktop Minimum Specs

Suitable for the following programs:

**Business: Web Design, Digital Communications.**

**Career Guidance Exploration and Preparation: Studios and Labs utilizing editing suites.**

**Office of Skilled and Technical Sciences: Video card requires minimum of 512 PCIE**

#### Operating System:

Windows® 7 Professional (64 bit) or  
XP Professional, SP3

#### Processor:

Intel®Core™ 2 Duo E7600  
(3.06 GHz, 3M, 1066MHz FSB) *or equivalent*

#### Memory:

4 GB DDR3 Non-ECC SDRAM, 1066MH

#### Video Card:

256MB ATI RADEION HD 3450 (2 DVI/1 TV-out)

#### Removable Media Storage:

- 1) 16X DVD+/-RW
- 2) 16X DVD

#### Controller Card:

1394 FW Controller Card

#### Boot Hard Drive:

250GB SATA 3.0Gb/s and 8MB DataBurst Cache  
*or equivalent*

#### Secondary Hard Drive (scratch drive for Adobe™):

250GB SATA 3.0Gb/s and 8MB DataBurst Cache  
*or equivalent*

#### Audio:

Dell AX510 Sound Bar *or equivalent*

#### Data Entry:

USB Keyboard

USB 2-Button Mouse with Scroll

#### Display:

19" Wide Display Monitor

**2011-2012 Windows® Notebook Minimum Specs  
Will not run Adobe CS4 Master Collection Fully**



**Operating System:**

Windows® 7 Professional or XP Professional, SP3

**Processor:**

Intel® Pentium™ Dual Core T4400  
(2.2GHz/800Mhz FSB/1 MB cache)

**Memory:**

4 GB Shared Dual Channel DDR2 at 800MHz

**Video Card:**

Intel® Graphics Media Accelerator X4500HD  
*or equivalent*

**Boot Hard Drive:**

250GB SATA (5400RPM) *or equivalent*

**Camera:**

Not required

**Battery:**

Lithium Ion Battery (4 cell)

**Network:**

Integrated 10/100 Network Card

**Removable Media Storage:**

8X Dual Layer DVD+/-R

**Audio:**

High Definition Audio 2.0

**Wireless:**

802.11g Half Mini-Card

**Display:**

17.3" HD+ WLED *or equivalent*

# MacBook<sup>®</sup> Specs \*06/29/10

## Technical Specifications

### Size and weight

Height:  
1.08 inches (2.74 cm)  
Width:  
13.00 inches (33.03 cm)  
Depth:  
9.12 inches (23.17 cm)  
Weight:  
4.7 pounds (2.13 kg)<sup>3</sup>



### Processor and memory

2.4GHz Intel Core 2 Duo processor with 3MB on-chip shared L2 cache  
1066MHz frontside bus  
2GB (two 1GB SO-DIMMs) of 1066MHz DDR3 SDRAM; two SO-DIMM slots support up to 4GB

### Communications

AirPort Extreme 802.11n Wi-Fi wireless networking; IEEE 802.11a/b/g compatible<sup>4</sup>  
Bluetooth 2.1 + EDR (Enhanced Data Rate)  
10/100/1000BASE-T Gigabit Ethernet (RJ-45 connector)

MacBook is designed with the following features to reduce its environmental impact:

- Recyclable polycarbonate enclosure
- Mercury-free LED-backlit display
- Arsenic-free display glass
- BFR-free
- PVC-free<sup>6</sup>
- Reduced packaging volume
- Meets ENERGY STAR Version 5.0 requirements
- Rated EPEAT Gold<sup>7</sup>

### Display

13.3-inch (diagonal) LED-backlit glossy widescreen display with support for millions of colors

### Supported resolutions:

1280 by 800 (native), 1152 by 720, 1024 by 768, 1024 by 640, 800 by 600, 800 by 500, 720 by 480, and 640 by 480 pixels at 16:10 aspect ratio; 1024 by 768, 800 by 600, and 640 by 480 pixels at 4:3 aspect ratio; 720 by 480 pixels at 3:2 aspect ratio

### Graphics and video support

NVIDIA GeForce 320M graphics processor with 256MB of DDR3 SDRAM shared with main memory<sup>5</sup>

Extended desktop and video mirroring: Simultaneously supports full native resolution on the built-in display and up to 2560 by 1600 pixels on an external display, both at millions of colors

iSight camera  
Mini DisplayPort

### Video output options

DVI output using Mini DisplayPort to DVI Adapter  
VGA output using Mini DisplayPort to VGA Adapter  
Dual-link DVI output using Mini DisplayPort to Dual-Link DVI Adapter supports 30-inch Apple Cinema HD Display (optional)  
HDMI output using a third-party Mini DisplayPort to HDMI adapter

### Input

Full-size keyboard with 78 (U.S.) or 79 (ISO) keys, including 12 function keys and 4 arrow keys (inverted "T" arrangement)  
Multi-Touch trackpad for precise cursor control; supports inertial scrolling, pinch, rotate, swipe, three-finger swipe, four-finger swipe, tap, double-tap, and drag capabilities

## Connections and expansion



MagSafe power port  
Gigabit Ethernet port  
Mini DisplayPort  
Two USB 2.0 ports (up to 480 Mbps)  
Audio in/out  
Kensington lock slot

## Storage

250GB 5400-rpm Serial ATA hard disk drive;  
optional 320GB or 500GB 5400-rpm  
drive<sup>4</sup>

8x slot-loading SuperDrive (DVD±R  
DL/DVD±RW/CD-RW)  
Maximum write: 8x DVD-R, DVD+R; 4x  
DVD-R DL (double layer), DVD+R DL  
(double layer), DVD-RW, DVD+RW; 24x  
CD-R; 10x CD-RW  
Maximum read: 8x DVD-R, DVD+R, DVD-  
ROM; 6x DVD-ROM (double layer DVD-  
9), DVD-R DL (double layer), DVD+R DL  
(double layer), DVD-RW, and DVD+RW;  
24x CD

## Battery and power<sup>2</sup>

Built-in 63.5-watt-hour lithium-polymer battery  
60W MagSafe Power Adapter with cable  
management system  
MagSafe power port

## Electrical and operating requirements

- Line voltage: 100V to 240V AC
- Frequency: 50Hz to 60Hz
- Operating temperature: 50° to 95° F  
(10° to 35° C)
- Storage temperature: -13° to 113° F  
(-24° to 45° C)
- Relative humidity: 0% to 90%  
noncondensing
- Maximum operating altitude: 10,000  
feet
- Maximum storage altitude: 15,000  
feet
- Maximum shipping altitude: 35,000  
feet

## Audio

- Stereo speakers
- Omnidirectional microphone
- Combined headphone/line in  
(supports digital output)
- Support for Apple iPhone headset  
with microphone

# iMac® Specs \*06/29/10

## Size and weight



### 21.5-inch iMac

Height:  
17.75 inches (45.1 cm)  
Width:  
20.8 inches (52.8 cm)  
Depth:  
7.42 inches (18.85 cm)  
Weight:  
20.5 pounds (9.3 kg)<sup>2</sup>

### 27-inch iMac

Height:  
20.4 inches (51.7 cm)  
Width:  
25.6 inches (65.0 cm)  
Depth:  
8.15 inches (20.7 cm)  
Weight:  
30.5 pounds (13.8 kg)<sup>2</sup>

## Connections and expansion

One FireWire 800 port; 7 watts  
Four USB 2.0 ports  
SD card slot

## Communications

Built-in AirPort Extreme 802.11n Wi-Fi wireless networking;<sup>2</sup> IEEE 802.11 a/b/g compatible  
Built-in Bluetooth 2.1 + EDR (Enhanced Data Rate)  
Built-in 10/100/1000BASE-T Gigabit Ethernet (RJ-45 connector)

## Audio

Built-in stereo speakers  
Two internal 17-watt high-efficiency amplifiers  
Headphone/optical digital audio output (minijack)  
Audio line in/optical digital audio input (minijack)  
Built-in microphone  
Support for Apple Stereo Headset with microphone

iMac is designed with the following features to reduce its environmental impact:

Arsenic-free display glass  
BFR-free  
PVC-free<sup>5</sup>  
Highly recyclable aluminum and glass enclosures  
Meets ENERGY STAR 5.0 requirements  
Rated EPEAT Gold<sup>7</sup>

## Display

Built-in 21.5-inch (viewable) or 27-inch (viewable) LED-backlit glossy widescreen TFT active-matrix liquid crystal display with IPS technology  
Resolution  
21.5-inch models: 1920 by 1080 pixels  
27-inch models: 2560 by 1440 pixels  
16:9 aspect ratio  
Millions of colors at all resolutions  
horizontal; 178° vertical  
Typical brightness: 320 cd/m<sup>2</sup> (21.5-inch model); 375 cd/m<sup>2</sup> (27-inch model)  
Typical contrast ratio: 1000:1  
27-inch model can be attached to a wall mount, articulating arm, or other VESA-compliant mounting solution using the optional VESA Mount Adapter Kit

**Graphics and video support**

21.5-inch models, one of the following:

NVIDIA GeForce 9400M graphics processor with 256MB of DDR3 SDRAM shared with main memory<sup>4</sup>

ATI Radeon HD 4670 graphics processor with 256MB of GDDR3 memory

Mini DisplayPort output port with support for DVI, VGA, and dual-link DVI (adapters sold separately). 27-inch models also support input from external DisplayPort sources (adapters sold separately).

Support for extended desktop and video mirroring modes

Simultaneously supports full native resolution on the built-in display and up to a 30-inch display (2560 by 1600 pixels) on an external display

**Software**

Mac OS X v10.6 Snow Leopard (includes iTunes, Time Machine, Quick Look, Spaces, Spotlight, Dashboard, Mail, iChat, Safari, Address Book, QuickTime, iCal, DVD Player, Photo Booth, Front Row, Xcode Developer Tools)

iLife (includes iPhoto, iMovie, iDVD, iWeb, GarageBand)

**Processor and memory**

21.5-inch and 27-inch models, one of the following:

3.06GHz Intel Core 2 Duo processor with 3MB shared L2 cache

3.33GHz Intel Core 2 Duo processor with 6MB shared L2 cache

**Storage<sup>1</sup>**

21.5-inch models:

500GB or 1TB 7200-rpm Serial ATA hard drive

Optional 2TB 7200-rpm Serial ATA hard drive for iMac with ATI Radeon 4670

**Optical drive**

Slot-loading 8x SuperDrive (DVD±R DL/DVD±RW/CD-RW)

Writes DVD+R DL and DVD-R DL discs at up to 4x speed

Writes DVD-R and DVD+R discs at up to 8x speed

Writes DVD-RW discs at up to 6x speed and DVD+RW discs at up to 8x speed

Reads DVDs at up to 8x speed

Writes CD-R discs at up to 24x speed

Writes CD-RW discs at up to 16x speed

Reads CDs at up to 24x speed

**Electrical and operating requirements**

Line voltage: 100-240V AC

Frequency: 50Hz to 60Hz, single phase

Maximum continuous power: 241W (21.5-inch model); 365W (27-inch models)

Operating temperature: 50° to 95° F (10° to 35° C)

Storage temperature: -4° to 116° F (-20° to 47° C)

Relative humidity: 5% to 95% noncondensing

Maximum altitude: 10,000 feet

Typical acoustical performance

Sound pressure level (operator position): 18 dBA<sup>6</sup>

## Minimum Facility Requirements

<http://arkansasfacilities.arkansas.gov/SchoolFacManual.aspx>

## Foundation Courses for All CTE Programs of Study

### **399040 Computer Technology: Introduction**

**Credit:**      **Grade Levels: 7-8**

Computer Technology: Introduction is a one-semester course designed to prepare seventh- and eighth-grade students with an introduction to computers and business applications that are necessary to live and work in a technological society. Emphasis is given to data entry, computer concepts and operations, programming and design, computer software, implications of technology in society, and ethics. The course is designed to provide students with an understanding of the business, industrial, and scientific areas in which the computer is used.

Does course count in required 38 units and, if yes, how:      No

Does course count in the 21 units required for graduation:      No

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
033	Middle School Business
034	Data Processing/Computer Permit
037	Computer Tech Permit
224	Business Technology
225	Business Technology

### **399050 Keyboarding**

**Credit:**      **Grade Levels: 7-8**

Keyboarding is a one-semester course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; basic problem-solving applications of centering and arranging reports, letters, and tables; proofreading; formatting; and proper care of the equipment. Keyboarding is a foundation for developing entry-level skills for business careers.

Does course count in required 38 units and, if yes, how:      No

Does course count in the 21 units required for graduation:      No

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
033	Middle School Business
034	Data Processing/Computer Permit
224	Business Technology
225	Business Technology

### **399100 Career Orientation**

**Credit:**      **Grade Levels: 7-8 (8<sup>th</sup> grade recommended)**

This foundation course for all programs of study uses hands-on activities and research to provide an opportunity for exploring careers in the 16 career clusters. Career preparation and development begins with the establishment of individual career and education plans.

Does course count in required 38 units and, if yes, how:      No

Does course count in the 21 units required for graduation:      No

Licensure required to teach this course:      411      Career Orientation Endorsement

### **399280 CT Intro Based Career Orientation**

**Credit:**      **Grade Levels: 7 or 8**

This is an alternate course to combine Career Orientation and Computer Technology. This course will allow schools to meet the requirements for introducing students to hardware and application software of a computer with applications in career planning, preparation, exploration and development. Students will be knowledgeable about the world of work, career options, and the personal skills, aptitudes, and expectations to complete the education and training requirements to enter into a future career.

Does course count in required 38 units and, if yes, how:      No

Does course count in the 22 units required for graduation:      No

Licensure required to teach this course:

224	Business Technology with 411 CO Endorsement
225	Business Technology with 411 CO Endorsement

## Elective Courses for All CTE Programs of Study

### **493860 Internship**

**Credit: 1 Grade Levels: 11-12**

This is a practical and supervised job experience designed to assist students to successfully transition from school-to-work or successfully continue their education in a chosen program of study or career focus area. Internships are individualized and competency-based. It focuses on the SCANS competencies with emphasis on problem solving, teamwork, communication skills, applied math, literacy, and technology. It counts as one unit of credit toward completer status in any of the career and technical programs of study. Interns may receive 1 unit of credit for completing a minimum of 180 hours of internship and 18 hours of coordinator contact. Interns shall be limited to 4 credits for completing at least 720 hours of internship credit and 72 hours of coordinator contact within a consecutive two-year period.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

### **493880 Workplace Readiness**

**Credit: .5 Grade Levels: 11-12**

This one semester course is an instruction-based course designed to help students transition from school to work or the next level of education and training. It focuses on the SCANS competencies with emphasis on problem solving, teamwork, communication skills, interpersonal skills, employability skills, self-management, applied math, literacy, locating information and career readiness. It counts as one-half unit of credit and can be used as an elective toward completer status in any of the career and technical programs of study. Students may earn the Arkansas Career Readiness Certificate upon completion by taking the ACT WorkKeys assessments in Reading for Information, Applied Math, and Locating Information.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

### **493900 Career Readiness**

**Credit: 1 Grade Levels: 11-12**

This two-semester course is an alternative for Workplace Readiness. Applied Technology is taught in addition to the knowledge and skills competencies taught in Work place Readiness. It counts as one credit and can be used as an elective toward completer status in any of the career and technical programs of study. The on-line computer-based KeyTrain curriculum is required to help students prepare for the ACT WorkKeys assessments to earn the Arkansas Career Readiness Certificate.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

### **460010, 560020, 560030, 560040 EAST/Workforce Technology**

**Credit: 1 Grade Levels: 11-12**

This one year EAST experience is designed to help students transition from school to work. It focuses on the SCANS competencies with emphasis on problem solving, teamwork, communications skills, interpersonal skills, employability skills, self-management, applied math, and literacy with the use of technology. Workforce Technology counts as one unit of credit toward completer status in any of the career and technical programs of study.

Does course count in required 38 units and, if yes, how: Yes ADE/Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

### **493800 JAG Apprenticeship/Work-Based Learning**

**Credit: 1 Grade Levels: 9-12**

This is an instructor-supervised work release course that includes monthly employer evaluations of participants. Employment is not a requirement of the JAG program, but credit can be given at the discretion of the individual school district. Participants should be expected to complete 180 hours of work-based learning in order to receive one credit—with a maximum of four credits for completing 720 hours of work study within a consecutive two-year period.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for Special Populations

# Operational Guide for Agricultural Science Education

<b>Summary of Changes (7/1/05)</b>
Agricultural Science and Technology:
Course names starting with "Agriculture" or "Agricultural" in elective courses; Power, Structural, and Technical Systems Pathway; and prerequisites are corrected to match course codes.
<b>Summary of Changes (4/1/05)</b>
Incomplete sentences in numerous course code descriptions are completed.
Updated course codes.
Updated equipment lists.
Added Pathway – Program of Study Crosswalk.
Added Technology Standards for 2006-07.
Rearranged Technology Standards for Career Guidance Areas.

<b>CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK</b>	
<b>Cluster: AGRICULTURE, FOOD, &amp; NATURAL RESOURCES</b>	
Pathway	Program of Study
Agribusiness Systems	Agribusiness Systems
Power, Structural, & Technical Systems	Power, Structural, & Technical Systems - Agri Mechanics
Agricultural Science – Animal Systems	Animal Systems - Agricultural Science/Animal
Agricultural Science - Plant Systems	Plant Systems - Biological
Agricultural Science – Plant Systems	Plant Systems - Horticulture
Natural Resources/Environmental Service Systems	Natural Resources/Environmental Service Systems

## **CAREER CLUSTER: AGRICULTURE, FOOD, AND NATURAL RESOURCES**

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources

### Program Description

Agricultural science and technology education is an organized educational program designed to provide career exploration and technical preparation for students who are preparing for career success in the Agriculture, Food, and Natural Resources Career Cluster. The knowledge and performance skills required for successful achievements and/or advancement in agricultural occupations constitute the central focus of the program. This program seeks to broaden traditional agricultural education to include agricultural literacy, reinforcement of applied instruction, agricultural business and industry needs, and increase preparation for further education.

### Occupational Program

The Agriculture, Food, and Natural Resources Career Cluster offers sequential career focus programs of study in pathways.

The Agriculture Industry has expanded into a large field of related occupations. Farming is no longer agriculture's primary occupation. Therefore, it is necessary to provide educational opportunities to students within this growing occupational field. Today's agricultural workplace demands a labor force that possesses not only advanced technical skills, but strong academic and interpersonal skills. Each local school district conducting Agricultural Education Programs should plan a program which will include those courses that most nearly meet the needs of students in the community. It is recommended that courses be offered in various careers in agriculture and to develop skills within those careers. Each teacher unit shall offer a minimum of four (4) semester courses per year from the selected programs of studies other than the Power, Structure, Technical (Ag Mechanics) Program of Study. Each program should offer at least two programs of study. The only exception is if horticulture is the only program of study.

**Career and Technical Student Organization (CTSO)**

The career and technical student organization (CTSO), FFA, shall be an integral part of the agriculture education instructional program and shall follow the applicable guidelines, goals, objectives, and participate in activities of the state and National FFA Organization.

All students enrolled are encouraged to become members of the FFA and take advantage of the leadership, citizenship, and personal development training and experience offered through participation in the FFA program. Each approved program of Agricultural Education shall have an active FFA Chapter that provides leadership development opportunities for all its members.

Agricultural Education teachers shall serve as FFA Chapter Advisors. In multiple-teacher departments, each teacher shall share the FFA Chapter responsibilities.

**CLUSTER: AGRICULTURE, FOOD, & NATURAL RESOURCES (all pathways)**

**491010 Advanced Animal Science**

**Credit: .5 Grade Levels: 10-12**

This course is designed at the local level for specialized instruction as determined by the local advisory committee and administration in a specific area of animal science. Pre-requisites would be animal science.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491020 Agricultural Apprenticeship/Work-Based Learning**

**Credit: 1 Grade Levels: 11-12**

This course provides for the work-based component of a supervised agriculture experience program with an agriculture employer. It provides the experiential learning concepts that are needed for successful employment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture  
605 Forestry

**491030 Agricultural Business**

**Credit: .5 Grade Levels: 9-12**

This course provides students with a basis for making effective decisions, setting goals, assessing and solving problems, evaluating the management of resources, and gaining skills useful in everyday life. FFA and SAEs will be covered as well.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture  
605 Forestry

**491040 Agricultural Electricity****Credit: .5 Grade Levels: 10-12**

Students will cover electrical terms, careers, sources, tools, and practical wiring. Students will learn to read plans and wire according to plan. They will use hands-on activities and safety will be stressed.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491060 Agricultural Marketing****Credit: .5 Grade Levels: 9-12**

This course will cover all aspects of marketing agricultural products and services from wholesale to retail, including futures markets, international marketing, and the role of agricultural products and services in the U.S. and world economies.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture  
605 Forestry

**491380 Agricultural Metals****Credit: 1 Grade Levels: 10-12**

This course covers safety, technical information, tool fitting, sheet metal, hot and cold metal work, as well as an introduction to oxyacetylene welding and cutting and arc welding. It will also cover cold metal, hot metal, fabrication concepts, reading and implementing blueprints as they relate to metal work, arc welding, gas welding, MIG welding, TIG welding, plasma cutting, and careers related to metal work. Safety practices and performance skills will be emphasized in each area.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491390 Agriculture Mechanics****Credit: 1 Grade Levels: 10-12**

This course connects scientific principles with mechanical skills. This course will enhance the student's understanding of traditional areas of agriculture mechanics and will emphasize agricultural technology, including such topics as electricity, internal combustion engines, metal technology, construction, and the development, role, and scope of mechanical technology in agriculture.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491400 Agriculture Power Systems****Credit: 1 Grade Levels: 10-12**

This course covers the basic principles of agricultural power (electrical and internal combustion), maintenance and repair of equipment, career opportunities, and safety. It will focus on the technical areas of maintenance and repair of small engines, control and installation of electrical power, electronics, and repair and maintenance of agricultural machinery.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491410 Agriculture Structural Systems****Credit: 1 Grade Levels: 10-12**

Students will be introduced to basic practices used in farm building and construction of facilities for the farm. A more in-depth look will be given to the technical areas of the agriculture structural industry. Topics will include FFA, SAEs, safety, planning, tools, basic construction, surveying, concrete and masonry structures, basic carpentry, plumbing, electricity, metal fabrication, and painting and finishing.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491180 Animal Science****Credit: .5 Grade Levels: 9-12**

Topics covered in Animal Science include animal biotechnology, animal behavior, classification, consumer concerns, animal welfare, genetics, scientific selection, reproduction, growth and development, nutrition, meat science, and diseases.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491190 Aquaculture****Credit: .5 Grade Levels: 9-12**

This course is the science of water farming. It includes the production and marketing of aquatic animals and plants.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491200 Biological Animal Science****Credit: .5 Grade Levels: 9-12**

This course is a scientific approach to animal science using scientific principles and applied management practices. An emphasis on selection and industry review will be based on scientific data.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491210 Biological Plant Science****Credit: .5 Grade Levels: 9-12**

This course is a scientific approach to plant science using scientific principles and applied management practices. An emphasis on selection and industry review will be based on scientific data.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture  
605 Forestry

**491370 ACE-Approved Agriculture****Credit: 1 Grade Levels: 9-12**

This is an individually approved course in agriculture submitted by the district.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**590050 ACE-Approved Agriculture****Credit: 1 Grade Levels: 9-12**

This is an individually approved course in agriculture submitted by the district.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491320 ACE-Approved Meat Processing Laboratory****Credit: 1 Grade Levels: 9-12**

This laboratory-specific course is designed to develop skill in the slaughter and processing of animals. The course emphasizes safety, sanitation, equipment care and maintenance, slaughter procedures, wholesale and retail meat fabrication, meat quality including quality and yield grade, preparation, and merchandising trends. Instruction will include career opportunities, leadership activities, aspects of HASSIP, and other practices related to the meat-packing industry. This course is approved for the Centerpoint School District only. Other districts must request approval prior to implementation.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491230 Environmental Resources: Soil and Water****Credit: .5 Grade Levels: 9-12**

This course focuses on environmental concerns related to soil, air, and water. Emphasis is placed on soil and water in relation to agricultural processes. Students will also investigate ways to conserve soil and water and prevent contamination.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
605 Forestry

**491240 Floriculture****Credit: .5 Grade Levels: 9-12**

This course covers the principles of design, merchandising, careers, selection, storage, supplies, management practices, ownership, and employment in the floriculture industry.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture

**491250 Food Science Technology****Credit: 1 Grade Levels: 9-12**

This course examines the food industry in production, manufacturing/processing, distribution, and marketing. It also explores careers, consumer consumption, food safety, global commodities, and food companies.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology

**491260 Forestry****Credit: .5 Grade Levels: 9-12**

This course provides an overview of the forest industry and its importance to the economy of the nation. Tree identification, management practices, harvesting and marketing processes, and business applications are major topics. GPS and GIS are included.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
605 Forestry

**491270 Greenhouse Management****Credit: .5 Grade Levels: 9-12**

This course covers greenhouse management practices, including structural considerations, plant propagation, pesticide use, and product marketing. The student will also receive ample hands-on practice.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture

**491280 Intro to Horticultural Science****Credit: .5 Grade Levels: 9-12**

This course covers basic plant systems, pest control, and the areas of greenhouse management, nursery and landscaping, and turf management. This course is recommended for those students interested in the horticulture program of study.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture

**491300 Leadership & Communications****Credit: .5 Grade Levels: 9-12**

Public speaking, parliamentary procedure, organization, delegation, oral communication, conflict resolution, business etiquette, and community service are major topics to assist students in development of their leadership skills for the future.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture  
605 Forestry

**491310 Managing Our Natural Resources****Credit: .5 Grade Levels: 9-12**

Students will explore natural resources (soil, water, air, forests, energy, minerals and metals, and wildlife) and develop the knowledge and skills to use them wisely. Other issues include outdoor recreation, careers, and the environment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
605 Forestry

**491330 Nursery/Landscape****Credit: .5 Grade Levels: 9-12**

This course covers the production of plants, shrubs, and ornamental trees for transplanting to landscape designs. Propagation, designing plans, installation, maintenance, transportation, and careers are included in the curriculum.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture

**491340 Plant Science****Credit: .5 Grade Levels: 9-12**

This course covers the relationship between plants and people, plant morphology and physiology, plant production, the environment, soil, and other related areas.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture  
605 Forestry

**491350 Small Engine Technology****Credit: .5 Grade Levels: 10-12**

This course examines the uses of small engines in all areas of agriculture. Selection, maintenance and repair, careers, and employability are major topics.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture  
605 Forestry

**491150 Survey of Agricultural Systems****Credit: 1 Grade Levels: 9-12**

This is a foundation course for all agriculture programs of study. Topics covered include general agriculture, FFA, leadership, record keeping, Supervised Agricultural Experiences (SAEs), animal science, plant science, soil science, and agricultural mechanics.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
217 Agricultural Sciences & Technology  
218 Agricultural Sciences & Technology

**491360 Turf Grass Management**

**Credit: .5 Grade Levels: 9-12**

This course covers all aspects of turf grass management, including lawn care, turf production, golf course management, sports turf, irrigation, equipment, maintenance, and human relations.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 010 Agriculture  
218 Agricultural Sciences & Technology  
604 Horticulture

**Middle School Courses**

**399030 Intro to World Agriculture Science**

**Credit: Grade Levels: 7-8**

This is a foundation course for agriculture courses. Basic agriculture concepts are introduced, and students explore careers in the agriculture industry. Students will also be introduced to the FFA, leadership, and Supervised Agricultural Experiences.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course: 010 Agriculture  
217 Agricultural Sciences & Technology  
218 Agricultural Sciences & Technology

## Pathways and Programs of Study by Career Cluster

AGRICULTURE PREREQUISITES	
COURSES	PRE-REQUISITE COURSE(S)
Advanced Animal Science	Animal Science
Biological Animal Science	Animal Science
Biological Plant Science	Plant Science
All courses (except Agriculture Science & Technology, Agriculture Science, and Intro to World Ag)	Agriculture Science & Technology *

### Agribusiness Systems

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
491030	Agricultural Business	.5			X	X	X	X
491060	Agricultural Marketing	.5			X	X	X	X
491150	Survey of Agricultural Systems	1			X	X	X	X

### Power, Structural, and Technical Systems (Agricultural)

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
491390	Agriculture Mechanics	1				X	X	X
491150	Survey of Agricultural Systems	1			X	X	X	X

### Animal Systems

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
491180	Animal Science	.5			X	X	X	X
491200	Biological Animal Science	.5			X	X	X	X
491150	Survey of Agricultural Systems	1			X	X	X	X

### Plant Systems (Biological)

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
491210	Biological Plant Science	.5			X	X	X	X
491340	Plant Science	.5			X	X	X	X
491150	Survey of Agricultural Systems	1			X	X	X	X

### Plant Systems (Horticulture)

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
491270	Greenhouse Management	.5			X	X	X	X
491280	Intro to Horticultural Science	.5			X	X	X	X
491150	Survey of Agricultural Systems	1			X	X	X	X

Natural Resource Systems/Environmental Service Systems

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
491230	Environmental Resources	.5			X	X	X	X
491310	Managing Our Natural Resources	.5			X	X	X	X
491150	Survey of Agricultural Systems	1			X	X	X	X

\*Agriculture Science & Technology may be replaced by Agriculture Science as a core course if the agricultural power, structural, & tech systems program of study is not being offered.

**AGRICULTURE SCIENCE AND TECHNOLOGY COURSES:**

Course Code	Elective Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
491010	Advanced Animal Science	.5				X	X	X
491020	Agricultural Apprenticeship/Work-Based Learning	1					X	X
491030	Agricultural Business	.5			X	X	X	X
491040	Agricultural Electricity	.5				X	X	X
491060	Agricultural Marketing	.5			X	X	X	X
491150	Survey of Agricultural Systems	1			X	X	X	X
491180	Animal Science	.5			X	X	X	X
491190	Aquaculture	.5			X	X	X	X
491200	Biological Animal Science	.5			X	X	X	X
491210	Biological Plant Science	.5			X	X	X	X
491230	Environmental Resources	.5			X	X	X	X
491240	Floriculture	.5			X	X	X	X
491250	Food Science Technology	1			X	X	X	X
491260	Forestry	.5			X	X	X	X
491270	Greenhouse Management	.5			X	X	X	X
491280	Intro to Horticulture	.5			X	X	X	X
491300	Leadership & Communications	.5			X	X	X	X
491310	Managing Our Natural Resources	.5			X	X	X	X
491330	Nursery/Landscape	.5			X	X	X	X
491340	Plant Science	.5			X	X	X	X
491350	Small Engine Technology	.5				X	X	X
491360	Turf Grass Management	.5			X	X	X	X
491380	Agricultural Metals	1				X	X	X
491390	Agricultural Mechanics	1				X	X	X
491400	Agricultural Power Systems	1				X	X	X
491410	Agricultural Structures	1				X	X	X

Course Code	Special Elective Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Seek ACE prior approval before implementation.								
491370	ACE-Approved Agriculture	1			X	X	X	X
590050	ACE-Approved Agriculture	1			X	X	X	X
491320	ACE-Approved Meat Processing Laboratory	1			X	X	X	X

Course Code	ACE Middle School Electives	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
399030	Intro to World Agriculture Science	.5	X	X				

## AGRICULTURE SCIENCE AND TECHNOLOGY

### MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Agribusiness Systems

Program of Study: Agribusiness Systems

Item Name	Number per Dept.	Specification/Description
Student Computer System	20	See ACE Technology Standards
Presentation Equipment	1	LCD Projector (Mounted recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Printer	1	Laser Printer (Color)

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Plant Systems (Horticulture)

Program of Study: Plant Systems (Horticulture)

Item Name	Number per Dept.	Specification/Description
Greenhouse	1	Minimum of 1,800 sq.ft. w/environmental system
Potting Tables	1	18 sq. ft. minimum work space
Table system for greenhouse	1	400 sq. ft. minimum
Emergency Shower	1	
Eye Wash Station	1	
Approved Metal Storage Cabinet for flammable, caustic, and/or toxic materials	1	
Presentation Equipment	1	LCD Projector (Mounted recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	5	See ACE Technology Standards

Item Name	Number per Dept.	Specification/Description
Microscope, compound	1	
Teacher Microscope	1	digital
Student Microscopes	10	10x, 40x objectives
Student Calculators	20	
Soil test kit	1	See Approved Kit List
Water test kit	1	Nitrate, phosphate, & alkaline
Horticulture tool kit	1	See Approved Kit List
DNA Kit	1	See Approved Kit List
Tiller	1	5 hp
Mower	1	
Grass trimmer	1	
Backpack blower	1	2-cycle
Plant/flower models	Set	
Soil Sterilizer	1	¼-yard capacity

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Power, Structural, And Technical Systems (Agricultural)

Program of Study: Power, Structural, And Technical Systems (Agricultural)

Item Name	Number Needed	Specification/Description
Oxyacetylene welding outfit	2	Single-stage installation A manifold
Oxyacetylene welding tables	2	
Anvil	1	70 lb.
Bench grinder	1	1" x 7", 1/2 hp
Arc welder	2	225 amp, AC-DC
MIG welder	1	
Arc welding table	2	36" x 36"
Engine, air cool gas	2	4-cycle & 2-cycle
Micrometer, inside/outside	1	
Air compressor	1	150 psi, 60-gal. tank
Gun, spray paint	1	1 qt.
Table saw	1	10", 2 hp
Automatic Level Kit	1	Level, Rod, Plum Bob, and Tripod
Welding tool kit	1	See Approved Kit List
Sheet metal & cold metal tool kit	1	See Approved Kit List
Plumbing tool kit	1	See Approved Kit List
Concrete tool kit	1	See Approved Kit List
Woodworking tool kit	1	See Approved Kit List
Power machines tool kit	1	See Approved Kit List
Electricity tool kit	1	See Approved Kit List
Small gas engines tool kit	1	See Approved Kit List
Laser Level	1	
Agri graphics tool kit	1	See Approved Kit List
Eye protection cabinet	1	

Item Name	Number Needed	Specification/Description
Cabinets for each area	12	
Presentation Equipment	1	LCD Projector (Mounted recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	5	See ACE Technology Standards
Point Source Ventilation System	1	
Emergency Shower	1	
Eye Wash Station	1	
Safety Equipment Kit	1	See Approved Kit List
Approved Metal Storage Cabinet for flammable, caustic, and/or toxic materials	1	

Note: Same equipment is required regardless of class size.

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Natural Resource Systems/Environmental Service Systems

Program of Study: Natural Resource Systems/Environmental Service Systems

Item Name	Number Needed	Specification/Description
Land Measuring Wheel	1	
Forestry Instructional Kit	1	See Approved Kit List
Safety Equipment Kit	1	See Approved Kit List
GPS Receiver	10	
Laser Level or Automatic Level	1	
Soil Test Kit	1	See Approved Kit List
Water Test Kit	1	See Approved Kit List
Air Pollution Test Kit	1	See Approved Kit List
Presentation Equipment	1	LCD Projector (Mounted recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	5	See ACE Technology Standards
Microscope Compound	1	
Teaching Microscope	1	Digital
Student Microscope	10	10x, 40x objectives
Emergency Shower	1	
Eye Wash Station	1	
Approved Metal Cabinet for Flammable, Caustic, and/or Toxic Materials	1	

If teaching Forestry, or substituting Forestry for Environmental Resources: Soil and Water, the following equipment must be in place in addition to the minimum for Natural Resources Program of Study:

Item Name	Number Needed	Specification/Description
Clinometer	5	
Altimeter	5	
Tree Injector	1	
Staff Compass	1	
Stereoscope	1	5' common field of view
Increment Borer	1	
Tree Marking Gun	5	Backpack, 2-cycle
Mist blower	1	
Relaskop	1	16", 2-cycle
Wheeler Caliper	1	
Fire Weather Kit	1	See Approved Kit List
<b>The following items should be in place for regular classroom demonstration and student application or school should have documentation of agreement with industry partner to provide classroom demonstration and application under industry supervision.</b>		
Drip Torch	1	
Firefighting Pump	1	
Chainsaw	1	

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Plant Systems (Biological)

Program of Study: Plant Systems (Biological)

Item Name	Number Needed	Specification/Description
Soil Test Kit	1	See Approved Kit List
Water Test Kit	1	See Approved Kit List
Light Meter	1	0-2, 000 foot candles
Environmental Chamber	1	
Hydroponic Tabletop Unit	1	Double unit
Indoor Growing Lab	1	Aluminum frame, timer on light, 4' adjustable fluorescent lights
Air Pollution Test Kit	1	See Approved Kit List
DNA Kit	1	See Approved Kit List
Deep Soil Corning Tube	1	
Environmental Data Logger	1	
Teaching Microscope	1	Digital
Student Microscopes	10	10x, 40x objectives
Presentation Equipment	1	LCD Projector (Mounted recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	5	See ACE Technology Standards
Emergency Shower	1	
Eye Wash Station	1	

Item Name	Number Needed	Specification/Description
Approved Metal Cabinet for Flammable, Caustic, and/or Toxic Materials	1	

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Animal Systems

Program of Study: Animal Systems

Item Name	Number Needed	Specification/Description
Presentation Equipment	1	LCD Projector (Mounted recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	5	See ACE Technology Standards
Teaching Microscope	1	Digital
Student Microscopes	10	10x, 40x objectives
Squeeze Chute w/Palpation Cage	1	
Livestock Panel	12	5' x 10'
Bow Panel Gates	3	5' x 10'
Sweep Chute	1	90°
Refrigerator	1	
Microwave Oven	1	
Liquid Nitrogen Tank	1	
Artificial Insemination Kit	1	See Approved Kit List
Livestock Management Kit	1	See Approved Kit List
DNA Model	1	
Food Preservation Kit	1	See Approved Kit List
Emergency Shower	1	
Eye Wash Station	1	
Approved Metal Cabinet for Flammable, Caustic, and/or Toxic Materials	1	

**AGRICULTURAL EDUCATION APPROVED KITS**

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Plant Systems (Horticulture)

Program of Study: Plant Systems (Horticulture)

Horticulture Tool Kit		
Item Name	Number Per Department	Specification/Description
Round-Pointed Shovel	2	
Garden Trowel	5	
Scoop Shovel	2	
Garden Hoe	2	

Horticulture Tool Kit		
Item Name	Number Per Department	Specification/Description
Pitchfork or Spade Fork	2	
Lopping Shears	2	
Hedge Shears	2	
Double Edge Pruning Saw	1	
Hand-crank Spreader	1	
Wheel Barrow	1	
Garden Rake	2	
Pruning Knife	2	
Watering Can	2	

DNA Kit		
Item Name	Number Per Department	Specification/Description
DNA Model	1	
DNA Extraction Lab Equipment	1	

Soil Testing Kit		
Item Name	Number Per Department	Specification/Description
Soil Test Kit	1	Tests for N, P, K, and pH
Soil Tester	1	Test for soil moisture, light intensity

Water Test Kit		
Item Name	Number Per Department	Specification/Description
Water Test Kit	1	Tests for chlorine, pH, alkalinity, calcium, nitrates, nitrites

Air Pollution Kit		
Item Name	Number Per Department	Specification/Description
Air Quality Test Kit	1	Tests for ammonia, carbon monoxide, chlorine

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Power, Structural, and Technical Systems (Agricultural)

Program of Study: Power, Structural, And Technical Systems (Agricultural)

Welding Tool Kit		
Item Name	Number Per Department	Specification/Description
Spark Lighter (Striker)	2	
Wire Brushes	2	
Oxyacetylene Tip Cleaners	2	
Scratch Awls	2	
Ball Peen Hammers	2 each	16 oz. and 24 oz.

Welding Tool Kit		
Item Name	Number Per Department	Specification/Description
Slip Joint Pliers	2	10"
Soapstone Holder	2	6"
Vise Grip	2	10"
Vise Grip Clamps	2	
C Clamps	2	6:
Machinist Vises	2	4½" jaw
Power Rules	2	¾ - 16'
Alum. Squares	2	12 x 24
Flat File	1	12"
Half Round	1	12'
Chipping Hammer	2	
Bench Grinder	1	8"
Portable Grinders	1 each	4½" and 7½"

Plumbing Tool Kit		
Item Name	Number Per Department	Specification/Description
Pipe Wrench	2 each	10" and 14"
Chain Pipe Wrench	1	10"
Channel Locks	2	
Pipe Cutter	1	⅛ to 1¼"
Tubing Cutters	2 each	⅛ to 1" and ⅜ to 2"
Hacksaw	2	
Burr Reamer	1	
Flaring Tool	2	3/16 to 5/8"
Scratch Awls	2	
Wire Brush	2	
Oil Cans Pump Metal	2	
Pipe Threaders	1	⅛ to 1"
Hammers	2	
Propane Torch Kits	2	
Chain Vise		⅛ to 2½"
Power Tubing Cutter1	1	

Concrete/Masonry Tool Kit		
Item Name	Number Per Department	Specification/Description
Edger	2	
Jointers	2 each	½" and 5/8"
Broom	2	
Finishing Trowel	2	
Hand Float	2	
Bull Float	2	With handle
Pointing Trowel	2	
Masonry Drill Set	2	3/16 to ½"

Concrete/Masonry Tool Kit		
Item Name	Number Per Department	Specification/Description
Sledge Hammer	1	8 lb
Line Levels	2	
Wheel Barrow	1	6 cu ft, metal
Masonry Level	2	
Square Point Shovel	2	
Steel Tapes	2	3/8 x 50"
Bricklayer Hammers	2	
Half Hatchets	2	
Steel Squares	2	8 x 12
Level	2	2'
Torpedo Level	2	
Mortar Hoe	1	

Hand Woodworking Tool Kit		
Item Name	Number Per Department	Specification/Description
Back Saw	2	
Hand Saw	2	
Compass Saw	2	
Coping Saw	2	
Wood Chisel	2	
Steel Tape	2	
Try Square	2	
Carpenter's Square	2	
Bevel	2	
Combination Square	2	
Curved Claw Hammer	2	
Rubber Mallet	2	
Bit Brace	2	
Nail Set	2	

Sheet Metal and Cold Metal Tool Kit		
Item Name	Number Per Department	Specification/Description
Pop Rivet Gun	2	3/16
Awl Scratchers	2	
Tin Snips	2 each	Straight cut, left cut, right cut, circular cut
Combination Square	2	
Hex Key Sets	1 each	050-5/32, 3/16-3/8
Hacksaw		
Cold Chisel Sets	2	3/8 - 3/4"
Adjustable Wrenches	2	
Tap & Die Set	1	
Screw Driver Sets	2	Standard and Phillips

Sheet Metal and Cold Metal Tool Kit		
Item Name	Number Per Department	Specification/Description
Center Punch	2	
Ball Peen Hammer	2	
Soldering Iron	1	200 watt
Hand Seamer	1	
Steel Rulers	2	Pocket
Wire Brushes	2	
Uni Bit	2	
Rubber Mallet	2	
Tinners Hammer	2	
Ruler	5	6" folding
Vise Grips	2	Sheet metal
Slip joint Pliers	2	
Flat File	2 each	10" and 12"
Alum. Squares	2	16 x 24
Metal Bit Sets	2	1/16 to 1/2"
Drill Gauges	2	1/6 – 1/2"
Caliper Outside	1	
Oil Cans Pump Metal	2	
C Clamps	6	
Propane Bottles	2	
Steel Square	2	
Electric Soldering Gun	1	
Dual Caliper	1	
Drill Press Vise	1 each	4" and 6"

Power Machines Tool Kit		
Item Name	Number Per Department	Specification/Description
Saber Saw	1	
Reciprocating Saw	1	
Belt Sander	1 each	3 x 21 and 6 x 48
Disk Sander	1 each	6: and 9"
Router	1	
Electric Drill	1 each	3/8" and 1/2"
Nailer Air Brad	1	Up to 2"
Hand Stapler	1	
Portable Grinders	1 each	4 1/2" and 7 1/2"
Air Impact Wrench	1 each	3/8 pistol grip, 3/8 ratchet, 1/2 drive
Circular Saw	1	
Router Bit Set	1	
Impact Set	1 each	3/8 socket set, 3/8 metric, and 1/2 socket set
Drill Press	1	17"
Band Saw	1	14"
18 Volt Drill	1	With 2 batteries and charger

Power Machines Tool Kit		
Item Name	Number Per Department	Specification/Description
Sliding Compound Miter Saw	1	

Electricity Tool Kit		
Item Name	Number Per Department	Specification/Description
Hacksaw	2	
Cable Ripper	2	
Ball Peen Hammer	2	
Volt-Ohmmeter	2	
Screwdriver Sets	2 each	Standard and Metric 8 pc.
Adjustable Jaw Wrench	2	
Lineman's Pliers	2	
Longnose Pliers	2	
Wire Stripper	2	
Nut Driver Sets	2	
Diagonal Pliers	2	
Test Lights	2	
Commercial Wrench Set	2	1/4, 3/8, 1/2"
AD/DC/110-550 Volt Tester	1	

Small Gas Engine Tool Kit		
Item Name	Number Per Department	Specification/Description
Socket Set	2	
Torque Wrench	2	
Box End Wrench	2	
Combination Wrench	2	
Adjustable Wrench	2	
Allen Wrenches	2	
Open End Wrench	2	
Center Punch	2	
Drift Punch	2	
Retaining Ring Pliers	2	
Reed and Prince	2	
Phillips Screwdriver	2	
Slotted Screwdriver	2	
Gear Pullers	2	
Screw Pitch Gauge	2	
Ball Peen Hammer	2	
Pliers	2	
Longnose Pliers	2	
Vise Grips	2	

Agri Graphics Tool Kit		
Item Name	Number Per Department	Specification/Description
Ruler	5	
Pencil	5	
Eraser	5	
Compass	5	
Protractor	5	
Drawing Board	5	
Right-Angle Triangle	2	
T-Square	2	
Triangular Scale	2	
Flat Scale	2	

Safety Equipment Kit		
Item Name	Number Per Department	Specification/Description
Safety Glasses	20	
Oxyacetylene Goggles	5	
Welding Helmets	10	
Welding Aprons	15	
Welding Gloves	15	
Fire Blanket	1	
First Aid Kit	1	

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Natural Resource Systems/Environmental Service Systems

Program of Study: Natural Resource Systems/Environmental Service Systems

Forestry Instructional Kit		
Item Name	Number Per Department	Specification/Description
Compass	10	
Biltmore Stick	5	
Diameter Tape	2	

Safety Equipment Kit		
Item Name	Number Per Department	Specification/Description
Safety Glasses	20	
Hardhat	20	
First Aid Kit	1	
Fire Extinguisher	1	

Soil Testing Kit		
Item Name	Number Per Department	Specification/Description
Soil Test Kit	1	Tests for N, P, K, and pH

Water Test Kit		
Item Name	Number Per Department	Specification/Description
Water Test Kit	1	Tests for chlorine, pH, alkalinity, calcium, nitrates, nitrites

Air Pollution Kit		
Item Name	Number Per Department	Specification/Description
Air Quality Test Kit	1	Tests for ammonia, carbon monoxide, chlorine

Fire Weather Kit (for Forestry class)		
Item Name	Number Per Department	Specification/Description
Wind Meter	1	
Compass	1	
Psychrometer	1	
Psychrometer Slide Rule	1	
Notebook Journal	1	

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Plant Systems (Biological)

Program of Study: Plant Systems (Biological)

DNA Kit		
Item Name	Number Per Department	Specification/Description
DNA Model	1	
DNA Extraction Lab Equipment	1	

Soil Testing Kit		
Item Name	Number Per Department	Specification/Description
Soil Test Kit	1	Tests for N, P, K, and pH
Soil Tester	1	Test for soil moisture, light intensity

Water Test Kit		
Item Name	Number Per Department	Specification/Description
Water Test Kit	1	Tests for chlorine, pH, alkalinity, calcium, nitrates, nitrites

Air Pollution Kit		
Item Name	Number Per Department	Specification/Description
Air Quality Test Kit	1	Tests for ammonia, carbon monoxide, chlorine

**Cluster: Agriculture, Food, and Natural Resources**

Pathway: Animal Systems

Program of Study: Animal Systems

Artificial Insemination Kit		
Item Name	Number Per Department	Specification/Description
Cattle Insemination Gun	1	
Sheaths for Insemination Gun	1 box	
Thaw Unit	1	Electric
Thaw Unit	1	Manual
Straw Cutter	1	
Straw Tweezers	1	
Lubricant	1	
Shoulder Length Plastic Gloves	1 box	

Livestock Management Kit		
Item Name	Number Per Department	Specification/Description
Balling Gun	1	Large animal
Balling Gun	1	Small animal
Dehorner	1	
Hoof Nippers	1	
Hoof Trimmers	1	Small animal
Ear Notcher	1	
Electric Branding Iron	1	
Paint Brander	1	
Paint Brander Numbers Set	1	
Tattoo Kit	1	
Tag Applicator	1	
Scalpels	1 box	
Syringes	1 box	
Drench Gun	1	
Thermometer	1	
Hog Snare	1	
Sorting Stick	5	
Hanging Scales	1	

<b>Livestock Management Kit</b>		
<b>Item Name</b>	<b>Number Per Department</b>	<b>Specification/Description</b>
Calf Scale Birthweight Tape	1	
Soil Temperature Probe	1	
Digital Hay Tester	1	

<b>Food Preservation Kit</b>		
<b>Item Name</b>	<b>Number Per Department</b>	<b>Specification/Description</b>
Food Dehydrator	1	
Electronic Yogurt Maker	1	
Cheese-Making Kit	1	
Kitchen Utensils	5	
Large Spoons	5	
Mixing Bowls	5	
Thermometer	5	
Knives	5	

# Operational Guide for Business and Marketing Technology

<b>Changes (2/10/12)</b>
<b>COURSE DESCRIPTIONS AND CODES:</b>
-Changed Advertising (492010) grade level to 9-12
-Changed Banking & Finance Operations/Teller Training (492040) grade level to 9-12
-Changed Banking & Finance Principles (492050) grade level to 9-12
-Changed Business Communications (492060) grade level to 9-12
-Changed Desktop Publishing (492150) to Digital Communications I – Digital Layout & Design
-Changed Digital Communications I – Digital Layout & Design (492150) grade level to 9-12
-Changed Desktop Publishing (492160) to Digital Communications II – Digital Imaging
-Changed Digital Communications II – Digital Imaging (492160) grade level to 9-12
-Changed Fashion Merchandising (492190) grade level to 9-12
-Changed Enterprise Management I (492170) to Entrepreneurship I
-Changed Enterprise Management II (492180) to Entrepreneurship II
-Deleted International Business (492220)
-Changed Introduction to Hospitality (492250) grade level to 9-12
-Changed Introduction to Travel and Tourism (492260) grade level to 9-12
-Changed Management (492320) grade level to 9-12
-Changed Marketing Apprenticeship/Work-Based Learning (492340) course credit to .5 – 2
-Changed Multimedia Applications I (492360) to Digital Communications III – Digital Media
-Changed Digital Communications III – Digital Media (492360) grade level to 9-12.
-Changed Multimedia Applications II (492370) to Digital Communications IV – Digital Audio/Video Productions
-Changed to Digital Communications IV – Digital Audio/Video Productions (492370) grade level to 9-12
-Changed Office Management (492380) grade level to 10-12
-Changed Retailing (492430) grade level to 9-12
-Changed Salesmanship (492440) grade level to 9-12
-Deleted Web Design and Multimedia Productions (492540)
-Added New Course Small Business Operations (492700)
<b>Summary of Changes (2/14/11)</b>
<b>COURSE DESCRIPTIONS AND CODES:</b>
-Deleted Advanced to Database Applications (492140)
-Added Licensure Codes 040 & 222 – Business Communications
-Added Licensure Codes 040 & 222 – Business Law I
-Added Licensure Codes 040 & 222 – Business Law II
-Added Licensure Codes 040 & 222 – Management
-Added Licensure Codes 040 & 222 – Office Management
-Added New Course Descriptions and Codes – Digital Communications I-IV
-Deleted Rapid Writing I
-Deleted Rapid Writing II
<b>TECHNOLOGY STANDARDS:</b>
-Deleted Technology Standards from Operational Guide
<b>PATHWAYS AND PROGRAMS OF STUDY BY CAREER CLUSTER:</b>
-Changed Digital Communications POS to Reflect the New POS Summary of Changes and New Courses
<b>ACE Prior Approval Middle School Courses:</b>

-Corrected grade level for Information Technology: Fundamentals
<b>Business and Marketing Courses:</b>
-Deleted Advanced Database and Spreadsheets
-Delete Rapid Writing I and II
-Added DC I-IV
<b>MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE:</b>
-Changed Student Posture Chairs Requirements to 25 Percent
-Removed Teacher Laser Printer
<b>Summary of Changes (3/12/10)</b>
Deleted summary of changes from 2008
<b>STATEMENT OF ASSURANCE:</b>
-Changed front cover date to March 12, 2010
-Changed September 3 to September 10
<b>ARKANSAS DEPARTMENT OF CAREER EDUCATION (CTE PAGE):</b>
<b>TABLE OF CONTENTS:</b>
-Changed Course Code descriptions from 2009-2010 to 2010-2011
-Changed (Note: Course Codes for 2009-2010 will not be included until January 2010) to (Note: Course Codes for 2010-2011 will not be included until January 2011)
-Changed Technology Standards from 2009-2010 to 2010-2011
<b>CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK:</b>
-Changed 2009-2010 to 2010-2011
<b>COURSE DESCRIPTIONS AND CODES:</b>
-Added Advanced to Database Applications (492140)
-Added New Course-Economics and Description
-Corrected Marketing Management: Work Based Learning to Marketing/Apprenticeship WBL
-Added Advanced to Spreadsheet Applications (492450)
-Changed Web Design I-Foundations to Web Design I - Associate Design Specialist
-Changed Web Design II-Site Designer to Web Design II – Internet Business Foundations/Network Technology Foundations
-Changed ACE Prior Approval Heading to ACE
<b>TECHNOLOGY STANDARDS:</b>
-Added new Level I Standards
-Added new Level II Standards
-Added Laptop Standards
<b>OFFICE OF BUSINESS/MARKETING TECHNOLOGY:</b>
-Added Brian Looper and Brenda Kleck, Secretary
<b>PATHWAYS AND PROGRAMS OF STUDY BY CAREER CLUSTER:</b>
-Changed Web Design POS to reflect new Web Design I and II name changes
-Changed Marketing POS to reflect corrected Marketing Apprenticeship name change
<b>MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE:</b>
-Changed 2009-2010 to 2010-2011
<b>Summary of Changes (7/1/09)</b>
Deleted summary of changes from 2007
<b>STATEMENT OF ASSURANCE:</b>
-Change front cover date to July, 01, 2009
-Changed September 3 to September 11
<b>ARKANSAS DEPARTMENT OF WORKFORCE EDUCATION (CTE PAGE):</b>
-Changed room number and phone number for John Davidson

-Changed room number for Rod Duckworth
- Added Workforce Training contact information
- Changed room number for Office of Assessment and Curriculum
-Added Hospitality and Tourism
-Removed Interim from James Brock
<b>TABLE OF CONTENTS:</b>
-Changed Course Code descriptions from 2008-2009 to 2009-2010
-Changed (Note: Course Codes for 2008-2009 will not be included until January 2009) to (Note: Course Codes for 2009-2010 will not be included until January 2010)
-Changed Technology Standards from 2008-2009 to 2009-2010
-Added Hospitality and Tourism
<b>CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK:</b>
-Changed 2008-2009 to 2009-2010
-Changed All Cluster/Pathways to reflect new pathway and program of study names
<b>COURSE DESCRIPTIONS AND CODES:</b>
-Added Sales and Service
-Changed 21 units to 22 units for graduation requirement
<b>TECHNOLOGY STANDARDS:</b>
-Added new Level I Standards
-Added new Level II Standards
-Deleted Laptop Standards
-Added new iMac Standards
Added new MacBook Standards
<b>OFFICE OF BUSINESS/MARKETING TECHNOLOGY:</b>
-Removed Interim from Jim Brock, Program Manager
-Add Peggy Wakefield, Program Advisor
-Change Area Supervisor to Program Advisor
<b>PATHWAYS AND PROGRAMS OF STUDY BY CAREER CLUSTER:</b>
-Changed Management Pathway to General Management Pathway
-Changed Management Pathway (Entrepreneurship POS) to Marketing Management Pathway and moved POS to page 41 under Marketing Cluster
-Changed Administration & Information Support Pathway to Administrative Services
-Changed Business Financial Management Pathway (Finance) to Accounting Pathway and POS
-Changed Business Financial Management Pathway (Accounting) to Business Finance Pathway and POS
-Changed Business Financial Management Pathway (Financial Literacy ) to Securities and Investments Pathway and POS
-Created new Insurance Pathway and Insurance and Risk Management POS
-Changed Banking and Related Services Pathway to Banking Services
-Changed Travel and Tourism Pathway to Lodging and changed Lodging POS to Lodging Management
-Changed Interactive Media Pathway (DTP, MM and Web Design) to Web Design and Digital Communications and Digital Communications (DTP and MM) POS and Web Design POS
-Added additional POS option for Web Design
-Changed Marketing Information Management and Research Pathway to Marketing Research and Marketing Technology and Research POS
<b>MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE:</b>
-Changed 2008-2009 to 2009-2010
-Changed Marketing Technology to Marketing Research (Marketing Information Management and Research and Marketing Management
-Changed Interactive Media Pathway to Web Design and Digital Communications and POS to Digital Communications

<b>CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK</b>	
<b><i>Cluster: BUSINESS, MANAGEMENT &amp; ADMINISTRATION</i></b>	
<b>Pathway</b>	<b>Program of Study</b>
General Management	Management
Administrative Services	Office Administration

<b>CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK</b>	
<b><i>Cluster: FINANCE</i></b>	
<b>Pathway</b>	<b>Program of Study</b>
Banking Services	Banking
Business Finance	Business Finance
Accounting	Accounting
Insurance	Insurance and Risk Management
Securities and Investments	Securities and Investments

<b>CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK</b>	
<b><i>Cluster: HOSPITALITY AND TOURISM</i></b>	
<b>Pathway</b>	<b>Program of Study</b>
Travel & Tourism	Hospitality
Lodging	Lodging Management

<b>CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK</b>	
<b><i>Cluster: INFORMATION TECHNOLOGY</i></b>	
<b>Pathway</b>	<b>Program of Study</b>
Web Design and Digital Communications	Digital Communications (DTP & MM) Web Design (CIW)
Programming and Software Development	Programming
Information Support and Services	Oracle Academy

<b>CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK</b>	
<b><i>Cluster: MARKETING, SALES, &amp; SERVICE</i></b>	
<b>Pathway</b>	<b>Program of Study</b>
Marketing Research (Marketing Information Management and Research)	Marketing Technology and Research
Marketing Management	Entrepreneurship

**CAREER CLUSTER: BUSINESS, MANAGEMENT & ADMINISTRATION, FINANCE,  
HOSPITALITY & TOURISM, INFORMATION TECHNOLOGY, and MARKETING SALES  
AND SERVICES**

**492450     Advanced Spreadsheet Applications**

**Credit: .5   Grade Levels: 10-12**

Advanced Spreadsheet Applications is a one-semester course in which students use computer programs to analyze quantitative data. Emphasis is placed on the role and value of spreadsheets, financial reporting, budgeting, planning, and forecasting.

Does course count in required 38 units and, if yes, how:           Yes       Career & Technical

Does course count in the 22 units required for graduation:       Yes

Licensure required to teach this course:   031     Business Education (Secretarial)  
  032     Business Education  
  034     Data Processing/Computer Permit  
  037     Computer Tech Permit  
  225     Business Technology

**492010     Advertising**

**Credit: .5   Grade Levels: 9-12**

Advertising is a one-semester course designed to focus on the competencies needed for the planning and implementation of a successful advertising program. Students are exposed to media, methods of research, budgets, and evaluations that are used to sell a product, service, or business. Hands-on experience is given in copywriting, layout, and production in various media. Desktop publishing should be introduced.

Does course count in required 38 units and, if yes, how:           Yes       Career & Technical

Does course count in the 22 units required for graduation:       Yes

Licensure required to teach this course:   031     Business Education (Secretarial)  
  032     Business Education  
  040     Marketing Education  
  222     Marketing Technology  
  225     Business Technology

**492020     Banking & Finance Consumer Lending**

**Credit: .5   Grade Levels: 10-12**

Banking and Finance Consumer Lending is a one-semester course that focuses on the insider's view of consumer lending and covers essential information about the maze of regulations covering credit practices and reviews loan processing, cross-selling and collections. The targeted audience includes consumer lenders, consumer credit personnel, and bank employees who need to understand consumer credit.

Does course count in required 38 units and, if yes, how:           Yes       Career & Technical

Does course count in the 22 units required for graduation:       Yes

Licensure required to teach this course:   031     Business Education (Secretarial)  
  032     Business Education  
  040     Marketing Education  
  222     Marketing Technology  
  225     Business Technology

**492030     Banking & Finance Law**

**Credit: .5   Grade Levels: 10-12**

Banking and Finance Law is a one-semester course that assists the student in understanding the legal environment in which depository institutions exist. Students study basic concepts in business law in the areas of contract law, agency law, property law, commercial paper law, and credit law. This curriculum is adopted from Wisconsin Finance Youth Apprenticeship, Wisconsin Department of Industry, Labor, and Human Relations, Bureau of Apprenticeship Standards, Office for Workforce Excellence.

Does course count in required 38 units and, if yes, how:           Yes       Career & Technical

Does course count in the 22 units required for graduation:       Yes

Licensure required to teach this course:   031     Business Education (Secretarial)  
  032     Business Education  
  040     Marketing Education  
  222     Marketing Technology  
  225     Business Technology

**492040 Banking & Finance Operations/Teller Training****Credit: .5 Grade Levels: 9-12**

Banking and Finance Operations is a one-semester course that assists the student in understanding the United States payment system and daily operations of depository institutions. Students study regulatory framework, the U.S. payment system, the check collection system, money creation, internal controls, financial statements, and risks. This curriculum is adapted from Wisconsin Finance Youth Apprenticeship, Wisconsin Department of Industry, Labor, and Human Relations, Bureau of Apprenticeship Standards, Office for Workforce Excellence.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492050 Banking & Finance Principles****Credit: .5 Grade Levels: 9-12**

Banking and Finance Principles is a one-semester course that assists the students in understanding the American banking system. Students study the Federal Reserve System, banking and the economy, functions of depository institutions, and daily transactions of depository institutions. This curriculum is adopted from Wisconsin Finance Youth Apprenticeship, Wisconsin Department of Industry, Labor, and Human Relations, Bureau of Apprenticeship Standards, Office for Workforce Excellence.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492060 Business Communications****Credit: .5 Grade Levels: 9-12**

Business Communications is a one-semester course designed to provide students with the communication skills needed in business careers. The course includes both written and oral communications relating to business activities and is directed toward understanding the language of nonverbal communication and improved listening skills, reading, voice usage, and writing skills. Emphasis is given to developing competencies in fundamentals, such as spelling, punctuation, grammar, vocabulary, sentence and paragraph structure, English usage, and proofreading. Applications in writing all types of business documents are valuable components of the course. Students gain competencies in writing, thinking logically, organizing ideas, writing clearly and concisely, and displaying tact and courtesy in writing. Technological advancements relating to information, communication, and telecommunications are given emphasis.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492070 Business Law I****Credit: .5 Grade Levels: 10-12**

Business Law I is a one-semester course designed to acquaint the student with some of the legal problems and rights encountered in business transactions. This course will include law and the judicial system; laws relating to minors, consumers, and the business firm; elements of contracts; credit; sales contracts; employment laws; commercial paper; insurance; and property rights.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492080 Business Law II****Credit: .5 Grade Levels: 10-12**

Business Law II is a one-semester course designed to acquaint the student with some of the legal problems and rights encountered in business transactions. This course will include law and the judicial system; laws relating to minors, consumers, and the business firm; elements of contracts; credit; sales contracts; employment laws; commercial paper; insurance; and property rights.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
 032 Business Education  
 040 Marketing Education  
 222 Marketing Technology  
 225 Business Technology

**492100 Computerized Accounting I****Credit: 1 Grade Levels: 10-12**

Computerized Accounting I is a two-semester course with emphasis on basic accounting principles as they relate to both manual and computerized financial systems. Instruction is on an integrated basis using computers and electronic calculators as the relationships and processes of manual and computerized accounting are presented. Entry-level skills in the accounting occupations can be attained.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
 032 Business Education  
 225 Business Technology

**492110 Computerized Accounting II****Credit: 1 Grade Levels: 10-12**

Computerized Accounting II is a two-semester course designed to provide students with the knowledge, understanding, and skill necessary for successful careers in accounting. Partnership as well as departmental, corporate, and cost accounting systems are components of the course. Emphasis is given to the computerized/automated functions in accounting.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
 032 Business Education  
 225 Business Technology

**492120 Computerized Business Applications****Credit: 1 Grade Levels: 9-12**

Computerized Business Applications is a two-semester course designed to prepare students with an introduction to business applications that are necessary to live and work in a technological society. Emphasis is given to hardware, concepts, and business uses of applications. The business applications covered are word processing, database, spreadsheet, telecommunications, presentation, and Web page design. This course will also meet the one unit required in the Standards for Computer Applications.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
 032 Business Education  
 034 Data Processing/Computer Permit  
 037 Computer Tech Permit  
 225 Business Technology

**492140 Advanced Database Applications****Credit: .5 Grade Levels: 10-12**

Advanced Database Applications is a one-semester course in which students learn to organize data; create, search, and query databases; and use integrated software to combine database with word processing and mail merge.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
 032 Business Education  
 034 Data Processing/Computer Permit  
 037 Computer Tech Permit  
 225 Business Technology

**492560 Database Fundamentals – Oracle Internet Academy****Credit: .5 Grade Levels: 10-12**

The data modeling course is largely conceptual in that students are challenged to identify patterns or connections between information that is not obviously related and to identify key or underlying issues in complex situations. Student activities are designed to include using creative, conceptual, and inductive reasoning. Students learn how to transform business information needs into entity relationship diagrams and, later, into a relational database.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
225	Business Technology

**492570 Database Programming – Oracle Internet Academy****Credit: .5 Grade Levels: 10-12**

This course enables users to build data warehouses and data marts; perform an array of integrated reporting; conduct ad-hoc querying and sophisticated analysis, including database optimization and maintenance, forecasting and trending, and market analysis; provide extended database support for online analytical processing, data-mining, and extraction; and perform transformation and loading operations.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
225	Business Technology

**492150 Digital Communications I – Digital Layout and Design****Credit: .5 Grade Levels: 9-12**

Digital Communications I is a one-semester course that combines the versatility of the microcomputer with page design software, enabling students to produce materials of near photo quality. The course includes page composition, layout, design, editing functions, and a variety of printing options.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
037	Computer Tech Permit
225	Business Technology

**492160 Digital Communications II – Digital Imaging****Credit: .5 Grade Levels: 9-12**

Digital Communications II is a one-semester course designed to study the process of analyzing information and audience and choosing the appropriate visual signals to communicate the desired message effectively. Applied principles are used to analyze and organize information, set up a design structure, and produce special visual expressions.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
037	Computer Tech Permit
225	Business Technology

**492360 Digital Communications III – Digital Media****Credit: .5 Grade Levels: 9-12**

Digital Communications III is a one-semester course giving students experience in using multimedia to merge text, graphics, video, and sound. Applied principles are used to analyze and organize information, set up a design structure, and produce special visual expressions.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
037	Computer Tech Permit
225	Business Technology

**492370 Digital Communications IV – Digital Audio/Video Productions****Credit: .5 Grade Levels: 9-12**

Digital Communications IV is a one-semester course giving students advanced experience in using multimedia to merge text, graphics, video, and sound. Applied principles are used to analyze and organize information, set up a design structure, and produce special visual expressions.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
 032 Business Education  
 037 Computer Tech Permit  
 225 Business Technology

**492280 Economics****Credit: .5 Grade Levels: 9-12**

Economics is a one-semester course that emphasizes economic fundamentals, microeconomics, macroeconomics, and personal financial management. Students will explore the interrelationships among the roles played by consumers, producers, capital, land, and labor as well as the interrelationships among economic, political, and social lives. Additionally, students will examine the relationship between individual choices and the direct influence of these choices on occupational goals and future earnings potential. Economics stresses application, problem-solving, higher-order thinking skills, and use of classroom performance-based, open-ended assessments with rubrics. Economics is required by the Standards for Accreditation and does not require Arkansas Department of Education approval.

Licensure required to teach this course: Secondary Social Studies  
 031 Business Education (Secretarial)  
 032 Business Education  
 040 Marketing Education  
 222 Marketing Technology  
 225 Business Technology

**492170 Entrepreneurship I****Credit: .5 Grade Levels: 10-12**

Enterprise Management I is a one-semester course designed to offer an overview of the American business enterprise system. It provides a study of various forms of ownership, internal organization, management functions, and financing as they relate to business. The course content focuses on the concepts and practices of small business ownership and management. The student should be introduced to microcomputer software that is used as a tool for management functions.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
 032 Business Education  
 040 Marketing Education  
 222 Marketing Technology  
 225 Business Technology

**492180 Entrepreneurship II****Credit: .5 Grade Levels: 10-12**

Enterprise Management II is a one-semester course that incorporates applied economics with emphasis on current applications of economic theory, international economics, and small business economic applications. It is recommended that Economics at Work – developed by the Agency for Instructional Technology, the National Council on Economic Education, and a consortium of state education agencies – be utilized in the second semester as a contextual, multimedia approach designed around five major economic activities, including producing, exchanging, consuming, saving, and investing.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
 032 Business Education  
 040 Marketing Education  
 222 Marketing Technology  
 225 Business Technology

**492190 Fashion Merchandising****Credit: .5 Grade Levels: 9-12**

Fashion Merchandising is a one-semester course designed to offer an overview of the fashion industry. It provides the foundation in preparing students for a wide range of careers available in the different levels of the fashion industry. Emphasis is given to historical development, textiles, manufacturers, merchandising, domestic and foreign markets, accessories, and retailing.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492210 Insurance & Risk Management****Credit: .5 Grade Levels: 10-12**

Insurance & Risk Management provides an overview of the insurance industry, including various types of insurance, rates and claims, and career opportunities. Included are activities that help the student to better understand the importance of insurance and how it affects them both today and through their retirement years.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492230 International Travel****Credit: .5 Grade Levels: 10-12**

International Travel is a one-semester course that provides detailed coverage of international air travel; geography; international airfares and ticketing procedures; travel requirements; travel in Europe, Russia, Asia, and the Pacific; ecotourism analysis; and broadening of global horizons to maximize cultural understanding.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492240 Introduction to Finance****Credit: .5 Grade Levels: 9-12**

Introduction to Finance focuses on the individual's role and financial responsibilities as a student, citizen, consumer, and an active participant in the business world. It informs students of their various financial responsibilities.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492250 Introduction to Hospitality****Credit: .5 Grade Levels: 9-12**

Introduction to Hospitality is a one-semester course that provides students with an overview of the hospitality industry and career opportunities within the industry. Students learn operation procedures in front office operations, guest services, marketing and sales, bank office functions, ownership and management, food, beverages, and housekeeping management.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492580 Introduction to Java - Oracle Internet Academy****Credit: .5 Grade Levels: 10-12**

The goal of this course is to teach the fundamentals of the language. Before a student can create applets and other Net-based applications with Java, he/she must understand the basic elements of the language. It includes object-oriented programming; essential concepts, syntax, and programming constructs of the Java language; introduction to classes, objects, and methods; college application process, and IT career research.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
225	Business Technology

**492630 Introduction to Marketing****Credit: .5 Grade Levels: 9-10**

Introduction to Marketing is a one-semester course designed to provide students with a basic understanding of marketing and its role in society. Instruction will focus on how marketing impacts businesses, helps people, and benefits society. Students will examine career opportunities in marketing and explore the interpersonal and communication skills needed for success in marketing careers. The course will include the history and development of marketing in a global economy. Students enrolled in the Introduction to Marketing class will have access to the student organization known as DECA: An Association of Marketing Students.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

222	Marketing Technology
040	Marketing Education

**492260 Introduction to Travel & Tourism****Credit: .5 Grade Levels: 9-12**

Introduction to Travel and Tourism is a one-semester in-depth study of worldwide travel, transportation, and tourism. Students are introduced to the industry as a whole and the job opportunities that are available. The course covers resource allocation, technology, and social, organizational, and technological systems.

Does course count in required 38 units and if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492270 Investments & Securities****Credit: .5 Grade Levels: 10-12**

Introduction to Investments & Securities teaches students every step of the way toward smart saving and investing. Topics include how to invest in everything from certificates of deposit to mutual funds and stocks. The course will teach students how to research stocks and make informed decisions by using NAIC's Stock Selection Guide.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492590 Java Programming - Oracle Internet Academy****Credit: .5 Grade Levels: 10-12**

By the end of this course, the students will have a solid foundation that will enable them to start writing their own programs and applets using Java. This includes examining packages and interfaces, review for the Advanced Placement Computer Science Exam (APCS), Introduction to Integrated Design Environment (IDE), JDeveloper, applications, applets and UI components, and resume/portfolio building.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
225	Business Technology

**690050 Keyboarding (9-12)****Credit: .5 Grade Levels: 9-12**

Keyboarding is a one-semester course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; basic problem-solving applications of centering and arranging reports, letters, and tables; proofreading; formatting; and proper care of the equipment. Keyboarding is a foundation for developing entry-level skills for business careers. Only students who failed or did not take Keyboarding in the seventh or eighth grade are to be enrolled in this course.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: No

Licensure required to teach this course:	031	Business Education (Secretarial)
	032	Business Education
	033	Middle School Business
	224	Business Technology
	225	Business Technology

**690060 Keyboarding Applications (9-12)****Credit: .5 Grade Levels: 9-12**

Keyboarding Applications is a one-semester course designed to further develop keyboarding skills. Emphasis is placed on the following: increasing speed and accuracy; proofreading; producing mailable copy from rough draft; producing handwritten and statistical documents; and improving production of various types of business communications. Keyboarding Applications provides the skills and knowledge necessary for entry-level employment for business careers. Only students who failed or did not take Keyboarding Applications in the seventh or eighth grade are to be enrolled in this course.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: No

Licensure required to teach this course:	031	Business Education (Secretarial)
	032	Business Education
	033	Middle School Business
	224	Business Technology
	225	Business Technology

**492300 Lodging Management I (Business)****Credit: 1 Grade Levels: 10-12**

Lodging Management I has everything a student needs to get started in a hospitality career, with the classroom lessons and activities that teach valuable lodging skills and knowledge. This two-semester course is offered to 10<sup>th</sup> through 12<sup>th</sup>-grade students with an opportunity upon graduation to be tested for industry-recognized certification.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:	031	Business Education (Secretarial)
	032	Business Education
	040	Marketing Education
	222	Marketing Technology
	225	Business Technology

**492310 Lodging Management II (Business)****Credit: 1 Grade Levels: 10-12**

Tools are provided to aid the student in finding hospitality internships (jobs) under the supervision of work-site mentors so students can apply what they learn. When students graduate, they are ready to begin hospitality careers or continue their education at a college or university. This two-semester course is offered to 10<sup>th</sup> through 12<sup>th</sup>-grade students with an opportunity upon graduation to be tested for industry-recognized certification.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:	031	Business Education (Secretarial)
	032	Business Education
	040	Marketing Education
	222	Marketing Technology
	225	Business Technology

**492320 Management****Credit: 1 Grade Levels: 9-12**

Management is a two-semester course that assists the student in understanding basic management functions. Students study the management process, decision making, environmental factors, basic ethics, and social responsibility. Planning, organizing, leading, and controlling are emphasized as well as basic concepts of staffing, leadership, communications, entrepreneurship, and international management.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492330 Marketing****Credit: 1 Grade Levels: 11-12**

Marketing is a two-semester course designed to provide students with the fundamental concepts, principles, skills, and attitudes common to the field of marketing. Instruction focuses on market types, market analysis, consumer types, planning, promotion, buying, pricing, distribution, finance, trends, and careers. Although not mandatory, many students can benefit from the on-the-job training component (cooperative education) of this course. The student's job must relate to his/her career objective.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

040	Marketing Education
222	Marketing Technology

**492350 Marketing Management****Credit: 1 Grade Levels: 11-12**

Marketing Management is a two-semester course designed to develop decision-making skill through the application of marketing and management principles. Competencies will be accomplished by utilizing various instructional methods, resources, and direct involvement with marketing businesses. The course will focus on organization, finance, risks, credit, technology, and social aspects. Although not mandatory, many students can benefit from the on-the-job training component (cooperative education) of this course. The student's job must relate to his/her career objective.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

040	Marketing Education
222	Marketing Technology

**492340 Marketing Apprenticeship/Work-Based Learning****Credit: .5-2 Grade Levels: 11-12**

Although not mandatory, many students can benefit from the on-the-job training component (cooperative education) of Marketing and Marketing Management. The student's job must relate to his/her career objective, and the work-site trainer must develop a list of competencies to be taught on the job that coordinate with classroom competencies and career objectives. All aspects of the industry must be taught. Students attend school part of the day and work in a marketing position for the remainder. A minimum of 135 hours during each semester on the job is required for the work experience credit of .5.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

040	Marketing Education
222	Marketing Technology

**492690 Medical Office Procedures****Credit: 1 Grade Levels: 11-12**

Medical Office Procedures is a two-semester course focusing on management and supervision in the Health Informatics office environment. The course covers basic skills in word processing, database, spreadsheet, presentation, desktop publishing, 10-key calculating, record keeping, communicating and transcribing, as well as decision making, critical thinking, teamwork and ethics.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
225	Business Technology
040	Marketing Education
222	Marketing Technology

**492130 Office Education Cooperative****Credit: 1 Grade Levels: 11-12**

Office Education Cooperative is a two-semester course designed for junior and senior business students. This course covers such topics as use of current technology and communications, ergonomics, human relations, records management, and the basics of management and supervision. A supervised learning experience is required. This experience is for advanced business education students who attend school part of the day and work in a business office for the remainder.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
225	Business Technology

**492620 Office Education Work-Based Learning****Credit: 1 Grade Levels: 11-12**

The student's job must relate to his/her career objective and the work-site trainer must develop a list of competencies to be taught on the job relating to classroom competencies and career objectives. All aspects of the industry must be taught. A minimum of 135 hours during each semester on the job is required for the work experience credit of .5.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
225	Business Technology

**492380 Office Management****Credit: 1 Grade Levels: 10-12**

Office Management is a two-semester course focusing on management and supervision in the office environment. The course covers basic skills, such as word processing, records management, and communications, as well as decision making, critical thinking, teamwork, and ethics.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492390 Programming I****Credit: .5 Grade Levels: 9-12**

Programming I is a one-semester course in any modern, high-level, structured language. Concepts should be taught in the context of practical applications.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
225	Business Technology

**492400 Programming II****Credit: .5 Grade Levels: 9-12**

Programming II is a one-semester course that is a continuation of the study of the language taught in Programming I.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
225	Business Technology

**492430 Retailing****Credit: .5 Grade Levels: 9-12**

Retailing is a one-semester course designed to offer an overview of the retailing industry in the United States. A study is made of the types of retail marketing, organization, personnel, merchandising, promotion, selling, operations, and control. The course focuses on the concepts and practices of retail business operations.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492440 Salesmanship****Credit: .5 Grade Levels: 9-12**

Salesmanship is a one-semester course designed to inform students about specific selling techniques and attitudes necessary to become a successful salesperson. The course focuses on serving customers and helping them make wise buying decisions. Emphasis is placed on the importance of human relations in selling, the functions performed by salespeople, development of personality traits needed by salespeople, and the buying/selling process.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492700 Small Business Operations****Credit: 1 Grade Levels: 10-12**

Small Business Operations is a two-semester course designed for students interested in learning how to manage a small business. Students will be required to participate in laboratory work. The lab experience will consist of operating a School Based Enterprise. IN addition to the lab work, students will also complete a series of lessons designed to prepare them for the transition to higher education and/or an entrepreneurial career. Although it is not mandatory, many students can benefit from the on-the-job training component (cooperative education) of this course. The student's job must relate to his/her career objective.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492640 Sports and Entertainment Marketing****Credit: .5 Grade Levels: 9-12**

Sports and Entertainment Marketing is a one-semester course designed to provide students with an understanding of marketing concepts, foundations, and functions as they relate to career opportunities in the growing area of sports and entertainment. Instruction will focus on public relations and publicity, event planning and marketing, sponsorship, venue design, concessions, risk management, product planning, licensing, ticket sales, and distribution.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

222	Marketing Technology
225	Business Technology
040	Marketing Education

**492460 Travel Destinations****Credit: .5 Grade Levels: 10-12**

Travel Destinations is a one-semester course that provides a working knowledge of the geography of the earth as it relates to travel and tourism. Focus is on the attractions of place, patterns and processes of World Tourism, Geography and Travel and tourism in North America, Mexico, Central America, The Caribbean, South America, Europe, The Middle East, Africa, Asia, Australia, New Zealand and the South Pacific.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
040	Marketing Education
222	Marketing Technology
225	Business Technology

**492470 Word Processing I****Credit: .5 Grade Levels: 9-12**

Word Processing I is a one-semester course designed to provide students with entry-level skills in word processing concepts, operations, text manipulations, and production of business documents using an intermediate or advanced level software program. In addition, training in basic word vocabulary skills, mechanics of punctuation and grammar, format, and style, proofreading, editing, and reviewing business documents are included in the course.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
037	Computer Tech Permit
225	Business Technology

**492480 Word Processing II****Credit: .5 Grade Levels: 9-12**

Word Processing II is a one-semester course designed to provide students with competencies in word processing concepts. Emphasis is on production of business documents and applications, including formats, creating and maintaining files, repetitive documents, revising, and printing.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
037	Computer Tech Permit
225	Business Technology

**ACE Prior Approval Business/Marketing Courses****492600 ACE-Approved Business Education****Credit: 1 Grade Levels: 9-12**

This is an individually approved course in business education submitted by the district.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
225	Business Technology

**590070 ACE-Approved Business Education****Credit: 1 Grade Levels: 9-12**

This is an individually approved course in business education submitted by the district.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:	031	Business Education (Secretarial)
	032	Business Education
	034	Data Processing/Computer Permit
	037	Computer Tech Permit
	225	Business Technology

**492490 ACE-Approved Computer Applications I (9-12)****Credit: .5 Grade Levels: 9-12**

Computer Applications I is a half-unit course designed to provide students with the fundamental computer skills necessary to do well in high school and in virtually all jobs today. In the area of word processing, students will learn the fundamental skills necessary to create and edit the most widely used documents and use the most commonly used features of a word processor, such as bullets, numbered lists, special characters, borders and shading, fonts, and paragraph and line searching. The fundamentals in use of scanners, graphics, and Word Art are applied to documents. Internet searching skills and citing Internet sources are stressed with these applied to a simple PowerPoint presentation. In the area of spreadsheets, students will be expected to create and edit simple spreadsheets using basic formulas and functions and create a simple graph or chart. Districts desiring to implement this course should request approval from the Business/ Marketing Education Office.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:	031	Business Education (Secretarial)
	032	Business Education
	034	Data Processing/Computer Permit
	037	Computer Tech Permit
	225	Business Technology

**492500 ACE-Approved Computer Applications II****Credit: .5 Grade Levels: 9-12**

Computer Applications II is a half-unit course designed to provide students with the intermediate computer skills necessary to do well in high school and in virtually all jobs today. Students will learn techniques that will allow them to create fairly complex word processing and spreadsheet documents. They will continue their Internet research, applying it to spreadsheets, charts and graphs, and Web pages. Districts desiring to implement this course should request approval from the Business/Marketing Education Office.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:	031	Business Education (Secretarial)
	032	Business Education
	034	Data Processing/Computer Permit
	037	Computer Tech Permit
	225	Business Technology

**492510 ACE-Approved Computer Applications III****Credit: .5 Grade Levels: 9-12**

Computer Applications III is a half-unit course designed to provide students with the computer skills necessary to do well in college and needed in most jobs today. Students will learn techniques that will allow them to create simple to intermediate desktop publishing documents; create, access, and edit databases; use e-mail efficiently and ethically; create advanced electronic presentations; and create Web pages using Web-page design software. They will continue their Internet research, applying it to advanced electronic presentations and the Web pages they create. Districts desiring to implement this course should request approval from the Business/Marketing Education Office.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:	031	Business Education (Secretarial)
	032	Business Education
	034	Data Processing/Computer Permit
	037	Computer Tech Permit
	225	Business Technology

**590080 ACE-Approved Marketing Education****Credit: 1 Grade Levels: 9-12**

This is an individually approved course in marketing education submitted by the district.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 040 Marketing Education  
222 Marketing Technology**492610 ACE-Approved Marketing Education****Credit: 1 Grade Levels: 9-12**

This is an individually approved course in marketing education submitted by the district.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 040 Marketing Education  
222 Marketing Technology**492520 ACE-Approved Programming III****Credit: .5 Grade Levels: 10-12**

Programming III is a half-unit course that is a continuation of the study of the language taught in Programming II. Districts desiring to implement this course should request approval from the Business/Marketing Education Office.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
032 Business Education  
034 Data Processing/Computer Permit  
037 Computer Tech Permit  
225 Business Technology**492550 ACE-Approved Senior Technology Seminar****Credit: 1 Grade Levels: 12**

In this project-based course, students are assigned actual computer projects from the school district and local businesses. The projects may include creating presentations to be used at meetings and seminars, creating advanced databases, maintaining Web pages, customizing database reports and screens, maintaining computers, etc. Districts desiring to implement this course should request approval from the Business/Marketing Education Office.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
032 Business Education  
037 Computer Tech Permit  
225 Business Technology**492650 ACE Approved Web Page Design I – Associate Design Specialist****Credit: 1 Grade Levels: 10-12**

Web Design I – Foundations is the first level of Web Page Design, and it prepares students with work-related skills for advancement into postsecondary education or industry. Course content includes exposure to basic Web design and the dynamics of networking/internetworking, Web hosting and Web design in e-commerce. The course content provides students the opportunity to acquire fundamental skills in both theory and practical application of Web design and of leadership and interpersonal skill development. Laboratory facilities and experiences simulate those found in the Web Page Design and construction industry. Further, this course provides for and directly maps to the Certified Internet Webmaster “Foundations” national certification examination.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 032 Business Education  
034 Data Processing/Computer Permit  
037 Computer Tech Permit  
225 Business Technology  
031 Business Education (Secretarial)

**492660 ACE Approved Web Page Design II – Internet Business Foundations/Network Technology Foundations**

**Credit: 1 Grade Levels: 10-12**

Web Page Design II – Site Designer is the second level of Web Page Design concentration, and it prepares students with work-related skills for advancement into postsecondary education or industry. Course content includes exposure to basic and advanced Web design, pixelated and vector-based Web graphics, Web animations, dynamics of Web hosting, and Web design in eCommerce. The course content provides students the opportunity to acquire fundamental skills in both theory and practical application of Web design and of leadership and interpersonal skill development. Laboratory facilities and experiences simulate those found in the Web page design and Web page construction industry. Further, this course provides for and directly maps to the Certified Internet Webmaster “Site Designer” national certification examination.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 032 Business Education  
034 Data Processing/Computer Permit  
037 Computer Tech Permit  
225 Business Technology  
031 Business Education (Secretarial)

### Middle School Courses

**399040 Computer Technology: Introduction**

**Credit: Grade Levels: 7-8**

Computer Technology: Introduction is a one-semester course designed to prepare seventh- and eighth-grade students with an introduction to computers and business applications that are necessary to live and work in a technological society. Emphasis is given to data entry, computer concepts and operations, programming and design, computer software, implications of technology in society, and ethics. The course is designed to provide students with an understanding of the business, industrial, and scientific areas in which the computer is used.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: No

Licensure required to teach this course: 031 Business Education (Secretarial)  
032 Business Education  
033 Middle School Business  
034 Data Processing/Computer Permit  
037 Computer Tech Permit  
224 Business Technology  
225 Business Technology

**399050 Keyboarding (grades 7-8)**

**Credit: Grade Levels: 7-8**

Keyboarding is a one-semester course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; basic problem-solving applications of centering and arranging reports, letters, and tables; proofreading; formatting; and proper care of the equipment. Keyboarding is a foundation for developing entry-level skills for business careers.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: No

Licensure required to teach this course: 031 Business Education (Secretarial)  
032 Business Education  
033 Middle School Business  
034 Data Processing/Computer Permit  
224 Business Technology  
225 Business Technology

**399060    Keyboarding Applications (grades 7-8)****Credit:    Grade Levels: 7-8**

Keyboarding Applications is a one-semester course designed to further develop keyboarding skills. Emphasis is placed on the following: developing speed and accuracy; proofreading; producing mailable copy from rough drafts; preparing handwritten and statistical documents; and improving production of various types of business communications. Keyboarding Applications provides the skills and knowledge necessary for entry-level employment for business careers.

Does course count in required 38 units and, if yes, how:    No

Does course count in the 22 units required for graduation:    No

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
033	Middle School Business
034	Data Processing/Computer Permit
224	Business Technology
225	Business Technology

**ACE Prior Approval Middle School Courses****399020    ACE-Approved Computer Applications I (grade 8)****Credit:    Grade Levels: 8**

Computer Applications I is a half-unit course designed to provide students with the fundamental computer skills necessary to do well in high school and in virtually all jobs today. In the area of word processing, students will learn the fundamental skills necessary to create and edit the most widely used documents and use the most commonly used features of a word processor, such as bullets, numbered lists, special characters, borders and shading, fonts, and paragraph and line searching. The fundamentals in use of scanners, graphics, and Word Art are applied to documents. Internet searching skills and citing Internet sources are stressed with these applied to a simple PowerPoint presentation. In the area of spreadsheets, students will be expected to create and edit simple spreadsheets, using basic formulas and functions, and create a simple graph or chart. Districts desiring to implement this course should request approval from the Business/Marketing Education Office.

Does course count in required 38 units and, if yes, how:    No

Does course count in the 22 units required for graduation:    No

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
034	Data Processing/Computer Permit
037	Computer Tech Permit
224	Business Technology
225	Business Technology

**399010    ACE-Approved Information Technology: Fundamentals****Credit:    Grade Levels: 8**

Information Technology: Fundamentals will provide students with the opportunity to learn about computer and networking information and to practice these basic technological concepts. This is not an industry-level certified course but rather an opportunity to assist in making immediate course selections and future career choices and gaining an exposure to technical life skills.

Does course count in required 38 units and, if yes, how:    No

Does course count in the 22 units required for graduation:    No

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
033	Middle School Business
034	Data Processing/Computer Permit
037	Computer Tech Permit
224	Business Technology
225	Business Technology

**399230    ACE-Approved Keyboarding (grades 5-6)****Credit:    Grade Levels: 5-6**

Keyboarding is a nine-week course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; and proper care of the equipment. Keyboarding is foundation for developing entry-level skills for business careers.

Does course count in required 38 units and, if yes, how:    No

Does course count in the 22 units required for graduation:    No

Licensure required to teach this course:

033	Middle School Business
224	Business Technology

**399240 ACE-Approved Keyboarding Connections (grades 7-8)**

**Credit: Grade Levels: 7-8**

While improving keyboarding skills, students will improve their writing and literacy skills by composing and typing business documents such as letters and memos. Students will compose and type reports and will be introduced to basic word processing skills. This class is designed to help prepare students for the state benchmark test as students will compose their own response to written work and learn to organize their thoughts by using graphic organizers. (ACE approval needed.)

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: No

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
033	Middle School Business
034	Data Processing/Computer Permit
224	Business Technology
225	Business Technology

## **CAREER CLUSTERS: BUSINESS, MANAGEMENT, AND ADMINISTRATION; FINANCE; HOSPITALITY AND TOURISM; AND INFORMATION TECHNOLOGY**

### **BUSINESS TECHNOLOGY**

#### Program Description

Business technology programs are designed to prepare individuals to perform managerial, research, and technical support functions related to production and buying as well as selling goods and services.

Technical support functions include word processing and data-entry skills, use of the latest in modern business equipment, communication, and accounting skills. Business information processing includes the skills to process and retrieve internal business information and respond to external data requests. Enterprise management prepares individuals to develop, own, and operate businesses, including the applications of doing business in international markets and finance.

#### Occupational Program

Business technology has four career clusters from which students may choose. Specific courses are required for each of the programs of study (pathways); in addition, various options may be selected to complete the required curriculum.

#### Career Focuses

The program framework for secondary education and training is designed for linkage/articulation to postsecondary programs of study. All curriculums adhere to the workforce training requirements for increased levels of technical skills and stronger foundations in applied academics. Program offerings in each school must include a minimum of one career focus/program of study in three (3) different occupational clusters (offered annually).

#### Length of Courses and Eligibility of Students

Length of courses and eligibility of students are shown on the Business/Marketing Technology Program framework and course offerings immediately following.

#### Student Organizations

The career and technical student organization Future Business Leaders of America (FBLA) shall be an integral part of the business technology instructional program and shall follow the guidelines, goals, objectives, and shall participate in activities of the state and national organization.

## **CAREER CLUSTER: MARKETING, SALES, AND SERVICE**

### **MARKETING TECHNOLOGY**

Planning, managing, and performing marketing activities to reach organizational objectives

#### Program Description

Marketing technology provides instruction that prepares individuals to plan and execute, at the operational or direct sales level, the promotion and distribution of ideas, goods, and services to create exchanges that satisfy individual and organizational objectives. Marketing tasks will include segments of the apparel and fashion industry, retailing of food, real estate, tourism, vehicle and petroleum operations, as well as developing business enterprises.

#### Occupational Program

One career focus program of study (pathway) is provided for students in this cluster, but several options are available as individual drawing boards are developed. The two two-semester capstone courses are Marketing and Marketing Management. In addition to the core marketing courses, related classes may be selected from those listed below in Optional Courses.

The career focus program of study for marketing technology is based on three broad competency areas that are essential for success in any marketing occupation—economic fundamentals of marketing; human resource foundation; marketing and business foundations.

#### Program Framework

The two sequential courses, Marketing and Marketing Management, are designed to give a good foundation for all students to explore and gain skills and knowledge in the occupational field of marketing and management. School-based instruction is provided for all students. For those students who desire work experience as a part of their educational program, a cooperative component is available. It is not required for all students but is desirable for many of them.

Cooperative education combines classroom instruction with alternating periods of on-the-job training in marketing occupations related to the student's career goal. Training sponsors are selected to coordinate the learning experiences provided on the job. Training plans are developed cooperatively by the teacher/coordinator and the training sponsor to ensure the development of required competencies.

#### Optional Courses

Courses such as advertising, desktop publishing, enterprise management, fashion merchandising, introduction to marketing, sports and entertainment marketing, international business, retailing, salesmanship, hospitality and tourism, or lodging management may be offered in any marketing education program. Courses may combine classroom instruction with supervised laboratory activities designed to help the student achieve his or her career goal. The laboratory experiences may include marketing simulations, operation of a school store, motel, boutique, parts warehouse, or a student bank within the educational institution.

#### Length of Program

1. Marketing and Marketing Management shall both be one-year courses.
2. Optional courses may be offered on a one- or two-semester basis.

## Eligibility of Students

1. Marketing is available for grades 11-12.
2. Marketing Management is available for grades 11-12. Students on block schedule can take Marketing Management in the 11<sup>th</sup> grade if they take Marketing first term and Marketing Management second term.
3. Optional courses are available for grades 10-12.
4. Cooperative students must be 16 years of age to meet labor law requirements.
5. Students must have an occupational objective in the field of marketing.
6. If possible, cooperative students should be placed in an approved marketing technology training station before school starts.

## Student Organization

The student organization DECA, an association of marketing students, shall be an integral part of the marketing technology program and shall follow the same guidelines, goals, objectives, and shall participate in activities of the Arkansas association and the national DECA organization.

## Pathways and Programs of Study by Career Cluster

**\*A four-year transition period will be given to implement the new program of study changes. These changes will need to be in place for the 2012 – 2013 school year.**

**\*\*Digital Communications POS will replace Desktop Publishing POS and Multimedia POS in 2013-2014. This is a four-year transition period to modify course offerings.**

### Business, Management, and Administration Cluster

Business, management, and administration careers encompass planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business, management, and administration career opportunities are available in every sector of the economy.

#### General Management Pathway

Management Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492320	Management	1			X	X	X	X
<b>OR</b>								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492320	Management	1					X	X

#### Administrative Services \*

Office Administration Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492380	Office Management	1				X	X	X
<b>OR</b>								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492380	Office Management	1				X	X	X
<b>OR</b>								
492120	Computerized Business Applications	1			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492130	Office Education Cooperative	1					X	X

OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492130	Office Education Cooperative	1					X	X

### Finance Cluster

Planning, services for financial and investment planning, banking, insurance, and business financial management.

### Accounting Pathway

Accounting Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492110	Computerized Accounting II	1				X	X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492110	Computerized Accounting II	1				X	X	X

### Business Finance Pathway \*

Business Finance Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492140	Database Applications	.5				X	X	X
492450	Advanced Spreadsheet Applications	.5				X	X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492140	Database Applications	.5				X	X	X
492450	Advanced Spreadsheet Applications	.5				X	X	X

**Securities and Investments Pathway \***  
 Securities and Investments Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492240	Introduction to Finance	.5			X	X	X	X
492270	Investments & Securities	.5				X	X	X
<b>OR</b>								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492240	Introduction to Finance	.5			X	X	X	X
492270	Investments & Securities	.5				X	X	X

**Insurance Pathway \***  
 Insurance & Risk Management Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492240	Introduction to Finance	.5			X	X	X	X
492210	Insurance and Risk Management	.5				X	X	X
<b>OR</b>								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492240	Introduction to Finance	.5			X	X	X	X
492210	Insurance and Risk Management	.5				X	X	X

**Banking Services Pathway**  
 Banking Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492050	Banking & Finance Principles	.5			X	X	X	X
492040 492020 492030	And ONE of the following courses: B&F Operations/Teller Training B&F Consumer Lending B&F Law	.5				X	X	X

OR									
492490	Computer Applications I	.5				X	X	X	X
492500	Computer Applications II	.5				X	X	X	X
492100	Computerized Accounting I	1					X	X	X
492050	Banking & Finance Principles	.5					X	X	X
492040 492020 492030	And ONE of the following courses: B&F Operations/Teller Training B&F Consumer Lending B&F Law	.5					X	X	X

### Hospitality and Tourism Cluster

Hospitality & Tourism encompasses the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.

### Travel and Tourism Pathway

Hospitality Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492260	Introduction to Travel & Tourism	.5			X	X	X	X
492250	Introduction to Hospitality	.5			X	X	X	X
492460	Travel Destinations	.5				X	X	X
492230	International Travel	.5				X	X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492260	Introduction to Travel & Tourism	.5			X	X	X	X
492250	Introduction to Hospitality	.5			X	X	X	X
492460	Travel Destinations	.5				X	X	X
492230	International Travel	.5				X	X	X
OR								
492120	Computerized Business Applications	1			X	X	X	X
492260	Introduction to Travel & Tourism	.5			X	X	X	X
492250	Introduction to Hospitality	.5			X	X	X	X
492300	Lodging Management I	1				X	X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492260	Introduction to Travel & Tourism	.5			X	X	X	X
492250	Introduction to Hospitality	.5			X	X	X	X
492300	Lodging Management I	.5				X	X	X

## Lodging Pathway

### Lodging Management Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492300	Lodging Management I	1				X	X	X
492310	Lodging Management II	1				X	X	X
<b>OR</b>								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492300	Lodging Management I	1				X	X	X
492310	Lodging Management II	1				X	X	X

## Information Technology Cluster

Building linkages in IT occupations framework: for entry level, technical, and professional careers related to the design, development, support, and management of hardware, software, multimedia, and systems integration services.

## Web Design & Digital Communications Pathway

### Digital Communications Program of Study \*\*

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492150	DC I-Digital Layout & Design	.5			X	X	X	X
492160	DC II-Digital Imaging	.5			X	X	X	X
	Elective(s)	1						
<b>OR</b>								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492150	DC I-Digital Layout & Design	.5			X	X	X	X
492160	DC II-Digital Imaging	.5			X	X	X	X
	Elective(s)	1						
<b>OR</b>								
492120	Computerized Business Applications	1			X	X	X	X
492360	DC III – Digital Media	.5			X	X	X	X
492370	DC IV – Digital Audio/Video Productions	.5			X	X	X	X
	Elective(s)	1						
<b>OR</b>								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492360	DC III – Digital Media	.5				X	X	X
492370	DC IV – Digital Audio/Video Productions	.5				X	X	X
	Elective(s)	1						

OR								
492120	Computerized Business Applications	1			X	X	X	X
492150	DC I – Digital Layout and Design	.5				X	X	X
492160	DC II – Digital Imaging	.5			X	X	X	X
492360	DC III – Digital Media	.5			X	X	X	X
492370	DC IV – Digital Audio/Video Productions	.5				X	X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492150	DC I-Digital Layout and Design	.5			X	X	X	X
492160	DC II-Digital Imaging	.5			X	X	X	X
492360	DC III-Digital Media	.5			X	X	X	X
492370	DC IV-Digital Audio/Video Productions	.5			X	X	X	X

Web Design Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation</b>								
<b>A student may be added to Web Design by Teacher Recommendation</b>								
492120	Computerized Business Applications	1			X	X	X	X
492650	Web Page Design I-Associate Design Specialist	1				X	X	X
492660	Web Page Design II- Internet Business Foundations/Network Technology Foundations	1				X	X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492650	Web Page Design I- Associate Design Specialist	1				X	X	X
492660	Web Page Design II-Internet Business Foundations/Network Technology Foundations	1				X	X	X
OR								
492650	Web Page Design I-Associate Design Specialist	1				X	X	X
492660	Web Page Design II-Internet Business Foundations/Network Technology Foundations	1				X	X	X
	Elective(s)	1						

**Programming/Software Engineering Pathway \***  
Programming Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492390	Programming I	.5			X	X	X	X
492400	Programming II	.5			X	X	X	X
492140	Database Applications	.5				X	X	X
492450	Advanced Spreadsheet Applications	.5				X	X	X

OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492390	Programming I	.5			X	X	X	X
492400	Programming II	.5			X	X	X	X
492140	Database Applications	.5				X	X	X
492450	Advanced Spreadsheet Applications	.5				X	X	X

**Information Support and Services Pathway**  
Oracle Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492960	Database Fundamentals	.5				X	X	X
492570	Database Programming	.5				X	X	X
492580	Introduction to Java	.5				X	X	X
492590	Java Programming	.5				X	X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492960	Database Fundamentals	.5				X	X	X
492570	Database Programming	.5				X	X	X
492580	Introduction to Java	.5				X	X	X
492590	Java Programming	.5				X	X	X

**Marketing, Sales, and Service Cluster**

Planning, managing, and performing marketing activities to reach organizational objectives.

**Marketing Research (Management and Research) Pathway \***

Marketing Technology and Research Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>* Must have A.Y.A. Marketing License to teach these courses</b>								
492120	Computerized Business Applications	1			X	X	X	X
492330	Marketing *	1					X	X
492350	Marketing Management *	1					X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492330	Marketing *	1					X	X
492350	Marketing Management *	1					X	X

OR								
492120	Computerized Business Applications	1			X	X	X	X
492330	Marketing *	1					X	X
492340	Marketing Apprenticeship/Work-Based Learning*	.5 – 2					X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492330	Marketing *	1					X	X
492340	Marketing Apprenticeship/ Work-Based Learning*	.5 – 2					X	X
OPTIONAL ELECTIVE								
492700	Small Business Operations	1				X	X	X

**Marketing Management Pathway \***  
Entrepreneurship Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computerized Business Applications	1			X	X	X	X
492200	Computerized Accounting I	1				X	X	X
492170	Entrepreneurship I	.5				X	X	X
492180	Entrepreneurship II	.5				X	X	X
OR								
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492100	Computerized Accounting I	1				X	X	X
492170	Entrepreneurship I	.5				X	X	X
492180	Entrepreneurship II	.5				X	X	X
OPTIONAL ELECTIVE								
492700	Small Business Operations	1				X	X	X

**BUSINESS AND MARKETING TECHNOLOGY COURSES:**

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>* Must have A.Y.A. Marketing License to teach these courses</b>								
492010	Advertising	.5			X	X	X	X
492020	Banking & Finance Consumer Lending	.5				X	X	X
492030	Banking & Finance Law	.5				X	X	X
492040	Banking & Finance Operations/Teller Training	.5			X	X	X	X
492050	Banking & Finance Principles	.5			X	X	X	X
492060	Business Communications	.5			X	X	X	X
492070	Business Law I	.5				X	X	X
492080	Business Law II	.5				X	X	X
492100	Computerized Accounting I	1				X	X	X
492110	Computerized Accounting II	1				X	X	X
492120	Computerized Business Applications	1			X	X	X	X

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>* Must have A.Y.A. Marketing License to teach these courses</b>								
492140	Database Applications	.5				X	X	X
492560	Database Fundamentals – Oracle Internet Academy	.5				X	X	X
492570	Database Programming – Oracle Internet Academy	.5				X	X	X
492150	DC I-Digital Layout and Design	.5			X	X	X	X
492160	DC II-Digital Imaging	.5			X	X	X	X
492360	DC III – Digital Media	.5			X	X	X	X
492370	DC IV – Digital Audio/Video Productions	.5			X	X	X	X
492170	Entrepreneurship I	.5				X	X	X
492180	Entrepreneurship II	.5				X	X	X
492190	Fashion Merchandising	.5			X	X	X	X
492210	Insurance & Risk Management	.5				X	X	X
492240	Introduction to Finance	.5			X	X	X	X
492250	Introduction to Hospitality	.5			X	X	X	X
492580	Introduction to Java – Oracle Internet Academy	.5				X	X	X
492630	Introduction to Marketing	.5			X	X		
492260	Introduction to Travel & Tourism	.5			X	X	X	X
492270	Investments & Securities	.5				X	X	X
492590	Java Programming – Oracle Internet Academy	.5				X	X	X
690050	Keyboarding (Local Credit Only)	.5			X	X	X	X
690060	Keyboarding Applications (Local Credit Only)							
492300	Lodging Management I (Business)	1				X	X	X
492310	Lodging Management II (Business)	1				X	X	X
492320	Management	1			X	X	X	X
492330	Marketing *	1					X	X
492340	Marketing Apprenticeship/Work Based Learning*	.5 – 2					X	X
492350	Marketing Management *	1					X	X
492230	Office Education Cooperative	1					X	X
492620	Office Education Work Based Learning	1					X	X
492380	Office Management	1				X	X	X
492390	Programming I	.5			X	X	X	X
492400	Programming II	.5			X	X	X	X
492430	Retailing	.5			X	X	X	X
492440	Salesmanship	.5			X	X	X	X
492640	Sports and Entertainment Marketing	.5			X	X	X	X
492450	Advanced Spreadsheet Applications	.5				X	X	X
492460	Travel Destinations	.5				X	X	X
492470	Word Processing I	.5			X	X	X	X
492480	Word Processing II	.5			X	X	X	X

Course Code	ACE Prior Approval Business/Marketing Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation</b>								
492600	Business Education	1			X	X	X	X
590070	Business Education	1			X	X	X	X
492490	Computer Applications I	.5			X	X	X	X
492500	Computer Applications II	.5			X	X	X	X
492510	Computer Applications III	.5			X	X	X	X
492610	Marketing Education	1			X	X	X	X
590080	Marketing Education	1			X	X	X	X
492520	Programming III	.5				X	X	X
492550	Senior Technology Seminar	1						X
492650	Web Page Design I-Associate Design Specialist	1				X	X	X
492660	Web Page Design II- Internet Business Foundations/Network Technology Foundations	1				X	X	X

Course Code	Middle School Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
399040	Computer Technology: Introduction		X	X				
399050	Keyboarding		X	X				
399060	Keyboarding Applications		X	X				

Course Code	ACE Prior Approval Middle School Courses	Units of Credit	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation</b>										
399020	Computer Applications I					X				
399230	ACE Approved Keyboarding (5-6)		X	X						
399010	Information Tech: Fundamentals				X	X				
399240	Keyboarding Connections				X	X				

## BUSINESS/MARKETING TECHNOLOGY

### MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

**Clusters: All**

Pathways: All

Programs of Study: All\*

Item Name	Count 15 Students	Count 25 Students	Count 25 Students	Specification/Description
Student Computer System	15	20	25	See ACE Technology Standards – Level 1
Student Computer Stations	15	20	25	Minimum of 30" x 43" per station, keyboard height 26"-28"
Student posture chairs	4	5	6	Ergonomically designed w/strong back support, must be adjustable (25% of class enrollment)
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board

Item Name	Count 15 Students	Count 25 Students	Count 25 Students	Specification/ Description
Teacher computer station	1	1	1	Minimum of 30" x 43" per station, keyboard height 26"-28"
Teacher posture chair	1	1	1	Ergonomically designed w/strong back support, must be adjustable
Digital camera	1	1	1	
Filing cabinets	2	2	2	4-drawer, lockable
Laser printer	1	1	1	
Media cart (Unless LCD projector is ceiling mounted)	1	1	1	
Scanner	1	1	1	

\*Including Marketing Research (Marketing Information Management And Research) and Marketing Management

**Cluster: Information Technology**

Pathway: Web Design and Digital Communications

Program of Study: Digital Communications (Desktop Publishing, Multimedia, and Web Design)

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specification/ Description
Student Computer System	3	4	5	See ACE Technology Standards – Level II
Digital camera	3	4	5	Minimum 8.2 megapixels – Multimedia & Desktop Publishing
Digital video camcorder w/remote microphone and tripod w/hybrid storage capability.	2	2	3	Multimedia
Printer, color laser	1	1	1	Desktop Publishing & Multimedia – color laser or printer/fax/copier/scanner combination
Software (not included in equipment total) – latest version, appropriate to courses being taught (cost varies w/computer lab size & configuration)				<u>Desktop Publishing:</u> Microsoft Office, Corel WordPerfect Office, Illustrator, Adobe InDesign, Adobe PhotoShop; Adobe CS3, or equivalents <u>Multimedia:</u> Dreamweaver, Flash, FrontPage, Studio 8, Animation software, Morphing software, Adobe Premiere, or equivalents <u>Web Design:</u> Expression Web, CS3, Firefox, Internet Explorer, Fireworks

# Operational Guide for Career Guidance, Exploration, and Preparation

<b>Summary of Changes (2/10/12)</b>
<b>Equipment:</b>
Made equipment changes to Theatre program of study
<b>Summary of Changes (2/02/2011)</b>
<b>Course Codes:</b>
<b>Transitioning from Career Communication program of study across all Pathways to:</b>
Journalism in the Journalism & Broadcasting Pathway
A/V Tech & Film in the Audio-Video Technology and Film Pathway
Dance Technique in the Performing Arts Pathway
Dance 1 counts as Fine Arts credit for graduation
Theatre Performance in the Performing Arts Pathway
Introduction to Theatre counts as Fine Arts credit for graduation
Theatre Technical Design in the Performing Arts Pathway
Radio/Television has been separated into separate Programs of study
Radio Broadcasting
Television Production
Advertising Design is changing to Advertising and Graphic Design
Course code numbers changed for Graphics Communications
Visual Arts, Commercial Photography is changing to Photography
Workplace Readiness/ <b>Career Readiness</b> changed from grade levels 10-12 to 11-12 with the option of a one- <b>or two-semester</b> course.
Keystone for grades 7-8 removed
Course number for Keystone for grade levels 09-10 is changing to meet graduation requirements
JAG removed from this Operational Guide
EAST/WFT changed from grade levels 9-12 to 11-12
<b>CT Intro Based Career Orientation can be used as an alternate course to satisfy the requirements for Career Orientation and Computer Tech Intro.</b>
Minor changes for clarity in some descriptions

<b>CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK</b>	
<b>Cluster: ARTS, AUDIO/VIDEO TECHNOLOGY, &amp; COMMUNICATIONS</b>	
Pathway	Program of Study
Visual Arts	Advertising and Graphic Design
Visual Arts	Career Communications
Visual Arts	Photography
Printing Technology	Career Communications
Printing Technology	Graphic Communications
Journalism & Broadcasting	Journalism
Journalism & Broadcasting	Radio Broadcasting
Journalism & Broadcasting	Television Production
Audio-Video Technology & Film	A/V Tech & Film
Performing Arts	Dance Technique
Performing Arts	Theatre Performance
Performing Arts	Theatre Technical Design

## **CLUSTER: ARTS, A/V TECHNOLOGY & COMMUNICATIONS**

The Career Communications Program of Study may be used in any of the Arts A/V Technology and Communications pathways.

Arts A/V Tech and Film Pathway – Students in this program will learn the basics of film and television production as well as other forms of audio-video communication such as animation, graphics, and sound production for video. They will also study the history of audio-video technology and film as well as career development and employment in this pathway.

Journalism and Broadcasting Pathway – Schools may develop a program with the focus on Journalism, Radio, or Television. The journalism program will demonstrate writing processes used for various media to build a base of skills for careers in journalism. Courses will examine ethical and legal issues, content, programming, production, distribution, and opportunities for career development.

Performing Arts Pathway – This program of study focuses on the arts that are primarily performed before an audience, such as dance and both performance and technical theatre. All aspects of dance and theatre are covered, leading the serious performing arts student towards employment opportunities in this field.

Visual Arts Pathway – Visual artists create art to communicate ideas, thoughts, or feelings using a variety of methods—painting, sculpting, or illustrating—to obtain realistic or abstract expressions. Graphic designers use their artistic and technical skills for advertising, designing, and publishing for commercial retailers and advertising agencies. Students will review the overall scope, knowledge and skills of the pathway and opportunities for careers in the field.

### **Career Communications Program of Study**

#### **493720 Introduction to Career Communications**

**Credit: .5 Grade Levels:9-12**

This is a core course for a program of study in the Arts, Audio-Video Technology, and Communications cluster. It is a one-semester course that addresses the foundation skills required of all careers classified under the Arts AV Technology and Communications Cluster, including pathways in Audio-Video Technology and Film; Printing Technology; Visual Arts; Performing Arts; Telecommunications; and Journalism and Broadcasting. It can be used as an elective for any Arts A/V program of study.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:	020	Art K-12
	032	Business Education
	036	Business Education (Voc Fund)
	124	Vocal K-12
	125	Instrumental K-12
	166	English/Language Arts
	202	Art
	208	Drama/Speech
	225	Business Technology
	613	Performing Arts Permit
	618	Communication

**493730 ACE-Approved Career Communications I****Credit: 1 Grade Levels:10 -12**

This is a core course for a career major in the program of study called career communications. It is a yearlong course that will cover topics addressed as the basic knowledge and skills areas in the AAVTC career cluster. These topics include skills in academic foundations; communications; problem solving and critical thinking; information technology applications; systems, safety, health, and environmental issues; leadership and teamwork; ethics and legal responsibilities; and employability and career development. When students complete this course, they will have the necessary knowledge and skills to function in leadership roles in the production of local media releases, including videos, papers, magazines, and annuals.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

020	Art K-12
032	Business Education
036	Business Education (Voc Fund)
166	English/Language Arts
202	Art
208	Drama/Speech
225	Business Technology
618	Communication

**493740 ACE-Approved Career Communications II****Credit: 1 Grade Levels: 11 -12**

This is a core course for a career major in the program of study called career communications. It is a yearlong course that will cover topics addressed as the knowledge and skills areas in the journalism pathway of the AAVTC career cluster. Instruction will build upon the knowledge and skills learned in Career Communications I. When students complete this course, they will have the necessary knowledge and skills to participate local community internship positions in the areas related to print and/or broadcast media productions.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

020	Art K-12
032	Business Education
036	Business Education (Voc Fund)
166	English/Language Arts
202	Art
208	Drama/Speech
225	Business Technology
618	Communication

**590130 ACE -Approved Career Communications Lab****Credit: 1 Grade Levels:11-12**

The Career Communications Lab is project-based instruction and is an extension of the career communications program of study. It provides classroom training and instruction for the advanced student that is over and above the basic course requirement. The content builds on the knowledge, skills, and abilities taught in Career Communications I and II. The Career Communications Lab may be used in order for students to achieve completer status (as a substitute for an internship or senior seminar experience) when these courses are not available.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

020	Art K-12
032	Business Education
036	Business Education (Voc Fund)
166	English/Language Arts
202	Art
208	Drama/Speech
225	Business Technology
618	Communication

# Audio/Video Technology and Film Pathway

## A/V Tech & Film Program of Study

Students are involved in the presentation of sound, video, and data in various public venues. Students will employ oral and written communication skills in creating, expressing and interpreting information and ideas through the use of audio and video technology. Students in this program will learn the basics of film and television production as well as other forms of audio-video communication such as animation, graphics, and sound production for video. They will also study the history of audio-video technology and film as well as career development and employment in this pathway.

### **493640 Fundamentals of A/V Tech & Film**

**Credit: 1 Grade Levels: 9-12**

Students in this core program will learn the basics of film and television production as well as other forms of audio-video communication such as animation, graphics, and sound production for video. They will also study the history of audio-video technology and film as well as career development and employment in this pathway.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 108 Journalism  
202 Art  
225 Business Technology  
591 Radio  
595 Television  
618 Communication

### **493650 Intermediate A/V Tech & Film**

**Credit: 1 Grade Levels: 10-12**

This core program is designed to develop high level technical skills in preparation for a career in Audio/Video and Film production.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 108 Journalism  
202 Art  
225 Business Technology  
591 Radio  
595 Television  
618 Communication

### **493660 Advanced A/V Tech & Film**

**Credit: 1 Grade Levels: 11-12**

This independent production based program is designed to allow mastery of the knowledge and skills needed to begin a successful Audio/Video or Film career.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 108 Journalism  
202 Art  
225 Business Technology  
591 Radio  
595 Television  
618 Communication

### **493670 A/V Tech & Film Lab**

**Credit: 1 Grade Levels: 10-12**

This production-based program is designed to allow the audio/video student studio time for the development of skills needed to execute a comprehensive media career.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 108 Journalism  
202 Art  
225 Business Technology  
591 Radio  
595 Television  
618 Communication

## Journalism and Broadcasting Pathway

### Radio Broadcasting Program of Study

#### **493380 Fundamentals of Radio**

**Credit: 1 Grade Levels: 9-12**

This core program is designed to give practical knowledge in preparation for the pursuit of a career in broadcasting.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 591 Radio

#### **493390 Intermediate Radio**

**Credit: 1 Grade Levels: 10-12**

This core program is designed to develop high level technical skills in preparation for a career in radio broadcasting.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 591 Radio

#### **493400 Advanced Radio**

**Credit: 1 Grade Levels: 11-12**

This independent production based program is designed to allow mastery of the knowledge and skills needed to begin

a successful radio broadcasting career.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 591 Radio

#### **493410 Radio Lab**

**Credit: 1 Grade Levels: 10-12**

This production-based program is designed to allow the broadcasting student studio time for the development of skills

needed to execute a comprehensive radio career.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 591 Radio

### Television Production Program of Study

#### **493420 Fundamentals of Television**

**Credit: 1 Grade Levels: 9-12**

The core program is designed to give practical knowledge in preparation for the pursuit of a career in television.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 595 Television

#### **493430 Intermediate Television**

**Credit: 1 Grade Levels: 10-12**

The core course will provide an understanding of production principles and experience with the video camera, lighting instruments and techniques, microphones, script creation, and editing. Students will perform assignments

on camera as well as studio and control room duties.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 595 Television

#### **493440 Advanced Television**

**Credit: 1 Grade Levels: 11-12**

This independent production-based program is designed to allow the student to master the knowledge and skills needed to begin a successful television career.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 595 Television

**493450 Television Lab****Credit: 1 Grade Levels: 10-12**

This production-based program is designed to allow the television student studio time for the development of skills

needed to execute a comprehensive TV career.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 595 Television

**Journalism Program of Study****493680 Fundamentals of Journalism****Credit: 1 Grade Levels: 9-12**

This core Journalism introductory program will develop writing processes used for various media to build a base of skills for careers in journalism. The course will examine ethical and legal issues, content, programming, production, distribution, and opportunities for career development.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 054 Journalism  
108 Journalism  
166 English/Language Arts  
591 Radio  
595 Television  
618 Communication

**493690 Intermediate Journalism****Credit: 1 Grade Levels: 10-12**

This core program is designed to develop high level technical skills in preparation for a career in journalism.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 054 Journalism  
108 Journalism  
166 English/Language Arts  
591 Radio  
595 Television  
618 Communication

**493700 Advanced Journalism****Credit: 1 Grade Levels: 11-12**

This independent project-based program is designed to allow the student to master the knowledge and skills needed to begin a successful journalism career.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 054 Journalism  
108 Journalism  
166 English/Language Arts  
591 Radio  
595 Television  
618 Communication

**493710 Journalism Lab****Credit: 1 Grade Levels: 10-12**

This production-based program is designed to allow the journalism student time for the development of skills needed to execute a comprehensive journalism career.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 054 Journalism  
108 Journalism  
166 English/Language Arts  
591 Radio  
595 Television  
618 Communication

## Performing Arts Pathway

### Dance Technique Program of Study

The Performing Arts Dance Technique program focuses on technique in various cultures to build an understanding of the nature and scope of performing arts in society. Performance skills will be developed as well as knowledge of production, presentation, principles and processes of the industry. **Dance Technique I will count as a Fine Arts credit for graduation.**

#### **559210 Dance Technique I**

**Credit: 1 Grade Levels: 9-12**

This course is designed to teach students interested in pursuing careers in the performing arts with an emphasis on dance technique. Dance Technique I demonstrates basic dance techniques of various styles utilizing basic steps, positions, and patterns with the use of basic meters and rhythms; limited ranges. This is one of the core courses for a career major in the program of study called Dance. It is a year-long course that will introduce students to the elements of ballet, jazz, modern, and ethnic dance as the vehicle to the development of movement skills required of dancers as performing artists. Students will also develop the knowledge and strategies needed for incorporating a dancer's lifestyle.

Does course count in required 38 units and, if yes, how: No Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 613 Performing Arts Permit

#### **493500 Dance Technique II**

**Credit: 1 Grade Levels: 9-12**

This level of dance demonstrates basic to intermediate technique of various styles utilizing basic to intermediate steps, positions, and patterns with the use of basic to intermediate meters and rhythms, which may include changes of tempo; modest ranges. This is one of the core courses for a career major in the program of study called Dance. It is a year-long course that will introduce students to the elements of ballet, jazz, modern, and ethnic as the vehicle to the development of movement skills required of dancers as performing artists. Students will also develop knowledge and strategies for incorporating a dancer's lifestyle.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 613 Performing Arts Permit

#### **493510 Dance Technique III**

**Credit: 1 Grade Levels: 9-12**

Dance Technique III features intermediate to advanced technical demands, expanded ranges, and varied interpretive requirements with the introduction of artistry. This is one of the core courses for a career major in the program of study called Dance. It is a year-long course that will introduce students to the elements of ballet, jazz, modern, and ethnic dance as the vehicle to the development of movement skills required of dancers as performing artists.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 613 Performing Arts Permit

#### **493520 Dance Technique IV**

**Credit: 1 Grade Levels: 9-12**

Dance Technique IV is an advanced level requiring well-developed technical skills, attention to phrasing with artistic expression, and demonstrating advanced levels of clarity, musicality, rhythmic acuity, projection, stylistic nuances, and interpretation. It is a year-long course that will introduce students to the elements of ballet, jazz, modern, and ethnic as the vehicle to the development of movement skills required of dancers as performing artists.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 613 Performing Arts Permit

#### **590120 ACE-Approved Performing Arts Lab**

**Credit: 1 Grade Levels: 10-12**

This course is designed to allow serious students' time to develop their skills in performing arts. The lab will be used for advanced academic and performance skills training in the designated topic. Students will demonstrate advanced ability and understanding of the skills and academic requirements needed for a career in their chosen area of the performing arts. Course approval will be given for: dance, music, theater and playwriting, or technical design and production.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 208 Drama/Speech  
613 Performing Arts Permit



**493580 Theatre Technical Design II****Credit: 1 Grade Levels: 11-12**

This course is designed to teach students interested in pursuing careers in the performing arts with an emphasis on stagecraft. Students will be taught advanced academic and technical skills related to technical design, production, construction, set design, lighting, sound, costuming and make-up. This is an advanced elective course.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 208 Drama/Speech  
 613 Performing Arts Permit

**493590 Advanced Theatre Seminar****Credit: 1 Grade Levels: 11-12**

Course Description: This independent production based program is designed to provide the advanced theater student with practical knowledge and highly advanced skills for a comprehensive career in theatre.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 208 Drama/Speech  
 613 Performing Arts Permit

**Printing Technology Pathway****Graphic Communications Program of Study**

Printing process has three stages—pre-press, press, and binding or post-press. This program employs processes to build understanding of print technologies from customer needs in sales and service to image retrieval, page assembly and typeset plate-making for printed products, finishing and distribution.

**493600 Fundamentals of Graphic Communications****Credit: 1 Grade Levels: 9-12**

This course provides an overview of the printing industry, its basic operations, and career opportunities.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 582 Graphic Communications

**493610 Intermediate Graphic Communications****Credit: 1 Grade Levels: 10-12**

This course provides an overview of basic typography, layout design, desktop publishing, and operating. It requires production of visuals using electronic illustrations and text of the printing industry, its basic operations, and career opportunities.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 582 Graphic Communications

**493630 Advanced Graphic Communications****Credit: 1 Grade Levels: 11-12**

Advanced digital imaging, as well as image assembly and construction, platemaking techniques, and finishing and binding are presented in this course. This course is directed at building advance-level skills and preparing for the workforce.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 582 Graphic Communications

**493620 Graphic Communications Lab****Credit: 1 Grade Levels: 11-12**

This production based course provides the advanced graphic communications students' time to build skills and knowledge of reproduction through a series of progressive exercises that cover the basics of camera and darkroom operations. Learning activities include film exposure of processing techniques, materials, operations, and safety practices of offset duplicator operation through a series of tasks and simulations.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 582 Graphic Communications

## Visual Arts Pathway

Advertising and Graphic Design will use computer hardware and software multimedia to create two-three dimensional images for the purposes of visual communication in various media. The Photography program of study will use traditional film and/or digital photographic media to communicate thoughts, feelings, or ideas.

### Advertising and Graphic Design Program of Study

#### **494150 Fundamentals of Advertising and Graphic Design**

**Credit: 1 Grade Levels: 9-12**

This instructional program in the applied visual arts is a core course and prepares individuals to use artistic techniques to effectively communicate ideas and information to business and consumer audiences via illustrations and other forms of printed media.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 571 Advertising Design

#### **494170 Intermediate Advertising and Graphic Design**

**Credit: 1 Grade Levels: 10-12**

This is a core course emphasizing the integration of computer skills and knowledge of software used in the market place.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 571 Advertising Design

#### **494130 Advanced Advertising and Graphic Design**

**Credit: 1 Grade Levels: 11-12**

Advanced Advertising and Graphic Design takes the best, most important and relevant components of Advertising and Graphic Design Introduction and Intermediate courses, and expands them for the serious third year student. Each component is flexible and can be implemented throughout the school year, fulfilling the 120 credit hours of instruction. Each component is essentially intertwined with each other and may be implemented simultaneously.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 571 Advertising Design

#### **494160 Advertising and Graphic Design Lab**

**Credit: 1 Grade Levels: 10-12**

This production-based program is designed to allow the serious advertising design students' time for the development of skills and knowledge needed to execute a comprehensive advertising design product.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 571 Advertising Design

### Photography Program of Study

#### **494350 Fundamentals of Photography**

**Credit: 1 Grade Levels: 9-12**

This core instructional program prepares individuals to effectively communicate ideas and information to business and consumer audiences and record events and people via film, still or video photography.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 602 Photography

#### **494370 Intermediate Photography**

**Credit: 1 Grade Levels: 10-12**

This core production based instructional program allows the photography student to implement artistic techniques to effectively communicate ideas and information to business and consumer audiences and record events and people via film, still or video photography.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 602 Photography

**494380 Advanced Photography****Credit: 1 Grade Levels: 11-12**

This independent production based program is designed to provide the advanced photography student with knowledge and highly advanced skills for a comprehensive career in photography.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 602 Photography

**494390 ACE-Approved Photojournalism****Credit: 1 Grade Levels: 10-12**

The course will focus on teaching basic skills and knowledge needed by photojournalists in either a Photography or Career Communications Program of Study.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 602 Photography

**494360 Photography Lab****Credit: 1 Grade Levels: 10-12**

This production-based program will allow the serious photography student time for the development of skills and knowledge needed to produce comprehensive photography products.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 602 Photography

**Arts, Audio/Video Technology and Communications Elective Course****493870 ACE-Approved Arts, Audio/Video Technology and Communications Elective Course****Credit: 1 Grade Levels: 9-12**

This course is a related elective for Radio, TV, Film, Photography, Advertising & Graphic Design, Theatre and Graphic Communication Programs of Study in the AAVTC career cluster.

**ACE approval must be obtained before implementation.**

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 571 Advertising & Graphic Design  
 582 Graphic Communications  
 591 Radio Broadcasting  
 595 Television Production  
 602 Photography  
 618 Communications

**Middle School Arts A/V Courses****399210 ACE-Approved Performing Arts Awareness****Credit: Grade Levels: 7-8**

This course is designed to teach students basic skills and provide them with information about requirements for successful employment in one or more of the performing arts career areas. Students will be taught the basic academic and performance skills related to the topics of dance, music, theater/playwriting, or technical design and production. Students will be expected to demonstrate an understanding of basic skills and communicate orally their knowledge of careers in the specified area of performing arts. Based on the individual school request and submission of ACE approvable frameworks, course approval will be given for instruction in one or more of the following topics: dance, music, theatre and playwriting, or technical design and production.

Does course count in required 38 units and, if yes, how: No  
 Does course count in the 22 units required for graduation: No  
 Licensure required to teach this course: 055 Speech  
 113 Drama  
 115 Drama Endorsement  
 208 Speech/Drama  
 4060 Approved Drama  
 613 Performing Arts Permit

**399220 ACE-Approved Performing Arts Exploration****Credit: Grade Levels: 7-8**

This course is designed to teach students basic skills and provide them with experiences that increase their knowledge about careers in the performing arts. Students will be taught the basic academic and performance skills related to the topics of dance, music, theater/playwriting, or technical design and production. Students will be expected to demonstrate an understanding of basic skills and communicate their knowledge of careers in the specified area of performing arts. Based on the individual school request and submission of ACE approvable frameworks, course approval will be given for instruction in one or more of the following topics: dance, music, theatre and playwriting, or technical design and production.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: No

Licensure required to teach this course:

055	Speech
113	Drama
115	Drama Endorsement
208	Speech/Drama
4060	Approved Drama
613	Performing Arts Permit

**399270 ACE-Approved Arts, Audio/Video Technology & Communications Exploration Course****Credit: Grade Levels: 7-8**

This one-semester class can include any course that will serve as a foundation for a program of study in the Arts A/V Technology and Communications Career Cluster.

**ACE approval must be obtained before implementation.**

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: No

Licensure required to teach this course: Any 4-8 or 7-12 license

**CTE Support and Work-Based Learning Courses****Career Guidance Electives****493850 ACE-Approved Keystone (9-10)****Credit: .5 Grade Levels: 9-10**

This program is designed to help first-year high school students (9th-10th grade) make smooth transitions to high school. The program is customized by faculty members to meet the needs of individual project sites. The purpose of the program is to decrease the number of disciplinary referrals, lower drop-out rates, raise test scores, increase student involvement in school activities, and promote sound career development planning. Although keystone programs originated as orientation programs for schools implementing academies, they may be adapted for use in the regular school environment.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 410 Career Academy Endorsement

**493860 Internship****Credit: 1 Grade Levels: 11-12**

This is a practical and supervised job experience designed to assist students to successfully transition from school-to-work or successfully continue their education in a chosen program of study or career focus area. Internships are individualized and competency-based. It focuses on the SCANS competencies with emphasis on problem solving, teamwork, communication skills, applied math, literacy, and technology. It counts as one unit of credit toward completer status in any of the career and technical programs of study. Interns may receive 1 unit of credit for completing a minimum of 180 hours of internship and 18 hours of coordinator contact. Interns shall be limited to 4 credits for completing at least 720 hours of internship credit and 72 hours of coordinator contact within a consecutive two-year period.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

**493880 Workplace Readiness****Credit: .5 Grade Levels: 11-12**

This one semester course is an instruction-based course designed to help students transition from school to work or the next level of education and training. It focuses on the SCANS competencies with emphasis on problem solving, teamwork, communication skills, interpersonal skills, employability skills, self-management, applied math, literacy, locating information and career readiness. It counts as one-half unit of credit and can be used as an elective toward completer status in any of the career and technical programs of study. Students may earn the Arkansas Career Readiness Certificate upon completion by taking the ACT WorkKeys assessments in Reading for Information, Applied Math, and Locating Information.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

**493900 Career Readiness****Credit: 1 Grade Levels: 11-12**

This two-semester course is an alternative for Workplace Readiness. Applied Technology is taught in addition to the knowledge and skills competencies taught in Work place Readiness. It counts as one credit and can be used as an elective toward completer status in any of the career and technical programs of study. The on-line computer-based KeyTrain curriculum is required to help students prepare for the ACT WorkKeys assessments to earn the Arkansas Career Readiness Certificate.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

**460010, 560020, 560030, 560040 EAST/Workforce Technology****Credit: 1 Grade Levels: 11-12**

This one year EAST experience is designed to help students transition from school to work. It focuses on the SCANS competencies with emphasis on problem solving, teamwork, communications skills, interpersonal skills, employability skills, self-management, applied math, and literacy with the use of technology. Workforce Technology counts as one unit of credit toward completer status in any of the career and technical programs of study.

Does course count in required 38 units and, if yes, how: Yes ADE/Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

**493890 ACE-Approved Career Cluster Senior Seminar****Credit: .5 Grade Levels: 12<sup>th</sup>**

This class will enhance existing programs of study by offering students opportunities for program of study technical research, academic integration, business and industry interaction, oral presentation, and demonstration of learned skills. This class should allow students to synthesize learned information through the use of career scenarios. It focuses on the SCANS competencies with emphasis on problem solving, teamwork, communication skills, applied math, literacy, and technology. This class may be offered for one or two semesters with .5 credit per semester.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

## **CAREER CLUSTER: ARTS, A/V TECHNOLOGY, AND COMMUNICATIONS**

Designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services

Students shall complete a minimum of three Carnegie units within one of the AAVTC career focus areas in order to receive completer status. However, certain electives may count toward the three required to achieve completer status. These common electives are Workforce Technology (1), Workplace Readiness (.5), ACE-Approved Career Cluster Senior Seminar (.5), or JAG (1).

Note: In some cases, a common elective may be completed several times, but it shall only be counted once for a maximum of one unit of credit toward completer status. In addition, only one of the common electives may be counted toward completer status. A combination of the common electives does not assist in achieving completer status above the designated one unit of credit.

### Pathways within the Cluster

Specific pathways within the cluster are designed for high school students who have demonstrated a career interest in one of the areas. Each pathway focuses on preparing students for employment and continuing education in a particular field. The sequence of courses focuses on instruction particular to the duties and tasks performed by professionals in an area of audio-visual technology and film, printing technology, visual arts, performing arts, or journalism and broadcasting.

### Business Industry Partnerships

Districts shall form partnerships with business/industry professionals representing the pathways offered within this cluster. Semi-annual meetings are required for the purpose of guiding and advising the teacher and administration on issues involving course content and resources for program improvement.

### Student Organizations

Districts shall offer students access to leadership training through the SkillsUSA student organization.

## Pathways and Programs of Study by Career Cluster

### Audio/Video Technology & Film Pathway

A/V Tech & Film Program of Study

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493640	Fundamentals of Audio/Video Tech & Film*	1			X	X	X	X
493650	Intermediate Audio/Video Tech & Film*	1				X	X	X
493660	Advanced Audio/Video Tech & Film	1					X	X
493670	Audio/Video Tech & Film Lab	1				X	X	X

### Visual Arts Pathway

Advertising and Graphic Design Program of Study

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494150	Fundamentals of Advertising and Graphic Design *	1			X	X	X	X
494170	Intermediate Advertising and Graphic Design *	1				X	X	X
494130	Advanced Advertising and Graphic Design	1					X	X
494160	Advertising and Graphic Design Lab	1				X	X	X

Photography Program of Study

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494350	Fundamentals of Photography *	1			X	X	X	X
494370	Intermediate Photography *	1				X	X	X
494380	Advanced Photography	1					X	X
494360	Photography Lab	1				X	X	X
494390	ACE- Approved Photojournalism	1				X	X	X

### Printing Technology Pathway

Graphic Communication Program of Study

Course Code	Courses (2009-2010)	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493600	Fundamentals of Graphic Communications *	1			X	X	X	X
493610	Intermediate Graphic Communications *	1				X	X	X
493630	Advanced Graphic Communications	1					X	X
493620	Graphic Communications Lab	1				X	X	X

\* Core Course within Program of Study

## Journalism & Broadcasting Pathway

### Radio Broadcasting Program of Study

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation.</b>								
493380	Fundamentals of Radio *	1			X	X	X	X
493390	Intermediate Radio *	1				X	X	X
493400	Advanced Radio	1					X	X
493410	Radio Lab	1				X	X	X

\* A Core Course in Television may serve as an elective in Radio

### Television Production Program of Study

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation.</b>								
493420	Fundamentals of TV *	1			X	X	X	X
493430	Intermediate TV *	1				X	X	X
493440	Advanced TV	1					X	X
493450	TV Lab	1				X	X	X

\* A Core Course in Radio may serve as an elective in Television

### Journalism Program of Study

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation.</b>								
493680	Fundamentals of Journalism *	1			X	X	X	X
493690	Intermediate Journalism *	1				X	X	X
493700	Advanced Journalism	1					X	X
493710	Journalism Lab	1				X	X	X

\* Core Course within Program of Study

## Performing Arts Pathway

Course Code	ACE Middle School Electives	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation.</b>								
399210	Performing Arts Awareness	.5	X	X				
399220	Performing Arts Exploration	.5	X	X				
399270	ACE-Approved Arts A/V Exploration	.5	X	X				

Dance Program of Study

Course Code	Special Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation.</b>								
559210	Dance Technique I *	1			X	X	X	X
493500	Dance Technique II *	1			X	X	X	X
493510	Dance Technique III *	1			X	X	X	X
493520	Dance Technique IV	1			X	X	X	X
590120	Performing Arts Lab	1			X	X	X	X

Theatre Performance Program of Study

Course Code	Special Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation.</b>								
559200	Introduction to Theatre *	1			X	X	X	X
493540	Theatre Performance I *	1				X	X	X
493550	Theatre Performance II *	1					X	X
493590	Advanced Theatre Seminar	1					X	X

Theatre Technical Design Program of Study

Course Code	Special Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation.</b>								
559200	Introduction to Theatre *	1			X	X	X	X
493570	Theatre Technical Design I *	1				X	X	X
493580	Theatre Technical Design II *	1					X	X
493590	Advanced Theatre Seminar	1					X	X

\* Core Course within Program of Study

**CAREER COMMUNICATIONS**

Course Description

The career communications program is designed for students in grades 9-12 who have identified an interest in a career pathways classified within the AAVTC career cluster. The program of study is beneficial to students who expect to begin their careers immediately upon high school graduation as well as those who need to complete postsecondary training prior to starting a career.

The career communications program of study is flexible and can easily be designed to provide instruction in one or more of the AAVTC pathways. The program of study uniquely integrates existing academic and career and technical coursework to provide students with practical curriculum and specialized study that reflects their career interests.

School districts may submit requests to offer a program of study in career communications that has more than one pathway for completers. To receive ACE approval for career communications, a district must submit a detailed grant request using the standardized ACE application form.

The application must describe how requirements will be met and provide information regarding the credentials of the staff who will be teaching the course work. Minimum equipment and end-of-course testing requirements must be met. The program will be monitored on a regular basis.

### Foundation Courses

- Career Orientation
- Computer Technology or approved alternate
- Keyboarding

### Core Courses (for all Career Communications pathways):

- ACE-Approved Introduction to Career Communications (493720)
- ACE-Approved Career Communications I (493730) or ADE-approved course
- ACE-Approved Career Communications II (493740) or ADE-approved course

### Career Communications Pathways

<b>Audio-Video Technology &amp; Film</b>	<b>Printing Technology</b>	<b>Visual Arts</b>	<b>Performing Arts</b>	<b>Journalism &amp; Broadcasting</b>
Credit: 2 units – Approved courses that fulfill the KSAs for this pathway	Credit: 2 units – Approved courses that fulfill the KSAs for this pathway	Credit: 2 units – Approved courses that fulfill the KSAs for this pathway	Credit: 2 units – Approved courses that fulfill the KSAs for this pathway (Pathway topics include dance, music, theatre & playwriting, or technical design & production)	Credit: 2 units – Approved courses that fulfill the KSAs for this pathway

### Instructional Course Work

#### Course Type

1. Introduction to Career Communications (493720) is one semester in length. The course offers study in the broad aspects of careers within the AAVTC Career Cluster.
2. ACE-Approved Career Communications I is a yearlong course. The course focuses on basic knowledge and skills in a specific career pathway within the AAVTC Career Cluster.
3. ACE-Approved Career Communications II is a yearlong course. The course focuses on building upon the knowledge and skills taught in Career Communications I
4. ACE-Approved Career Communications Lab is a yearlong course. The course allows advanced students to develop their knowledge and skills in the Career Communications program of study.
5. Career Cluster Senior Seminar or Internship (optional)  
Credit: Between .5 unit and 4 units (.5 to 1 unit to complete a program of study)  
Grade level: 11-12
6. This is a practical and supervised job experience designed to assist students with successful transition from school to work or to further education in a chosen career program of study or career focus. Senior Seminar (Capstone) or Internship experiences are individualized and competency-based. (For more detailed information, please refer to sections describing career cluster senior seminars [capstone] and internship.)

#### Curriculum/Content Framework

Instruction in the introduction and internship or Career Cluster Senior Seminar/Capstone courses follow specific pre-approved frameworks. Frameworks for ACE Career Communications I and ACE Career Communications II can be tailored to meet the needs of the local school but must be submitted and approved by ACE prior to implementation of the program.

## Student Organization

Although a specific student organization does not exist for career communications students, it is expected that they will participate in the student organization that best represents their area of study. In most cases, SkillsUSA can accommodate the students. The career communications program provides leadership instruction and training and may assist students in preparing for competitions and activities associated with their participation in a student organization.

## CAREER GUIDANCE, EXPLORATION, AND PREPARATION MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

### Cluster: Arts, A/V Technology, and Communications

Pathway: Journalism and Broadcasting

Program of Study: Journalism

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Computer scanner	1	1	1	
Student Computer System	15	20	25	See ACE Technology Standards Level 1
Student work stations	15	20	25	48" wide x 30" deep, desk height
Digital camera	3	4	5	6 mega pixel or higher
Copier	1	1	1	Black & duplexing
Computer printer	1	1	1	Photo quality, 1280 x 1064 resolution
Color laser printer	1	1	1	
Paper folding machine	1	1	1	
Electric stapler	1	1	1	
Paper cutter	1	1	1	

### Cluster: Arts, A/V Technology, and Communications

Pathway: Audio/Video Technology and Film

Program Of Study: A/V Tech and Film

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	5	7	10	See ACE Technical Standards
Computer Printer	1	1	1	Photo quality, 1280 x 1064 resolu

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Computer Scanner	1	1	1	See ACE Technical Standards
Digital Camera	2	2	3	5 mp, w/manual features
3-CCD Video Cameras	2	2	3	Broadcast Quality
Consumer Camcorders	3	4	5	Manual features
DVD Recorder/Player	2	2	3	
Audio Cassette Player/Recorder	2	2	2	Stereo, dual cassette, headphone jack
Audio Mixer	2	2	2	Minimum: 4 XLR inputs, 4 quarter inch inputs
Video Mixer	1	1	1	A/V Mixer, non-linear, 4 S-Video or composite inputs
Video Monitor	2	2	2	
Headphones	6	8	10	Stereo
Video Camera Tripod	4	5	7	For studio/field use with video camera fluid head, w/dolly
Microphone	4	5	6	Lavaliere, miniature, clip-on, 6' cord
Microphone	2	3	4	Omni-directional, dynamic, handheld
Microphone, Wireless	2	3	4	Lavaliere, VHF, microphone, wireless transmitter and receiver
Light Kit	1	1	1	3 spot lights (300 watts), 3 light patch carry case
Non-Linear Editing System	2	3	4	Self-contained, with monitor, DVD recorder, & A/V Editing Software
A/V Work Stations	2	3	4	60" x 30", desk height

**Cluster: Arts, A/V Technology, and Communications**

Pathway: Performing Arts

Program of Study: Dance

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
CD/CS Deck	1	1	1	
Digital Camera	1	1	1	
Camcorder	1	1	1	
Audio mixer/amp	1	1	1	
RC-41 Remote	1	1	1	
Loudspeakers	1	1	1	
Wireless microphone	1	1	1	
Computer scanner	1	1	1	

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
<b>Room Requirements</b>				<b>Equipment Requirements</b>
Floor space must be minimum 28' x 36' per 25 students. Ceiling height must be 12' minimum. Wood or Marley must be suspended (sprung or floating).				Ballet barre must be free standing, 10 ft double (1 per 6 students) OR secured to the wall opposite mirrors. Wall mirror must be 8 ft high by the length of the room.

**Cluster: Arts, A/V Technology, and Communications**

Pathway: Performing Arts

Program of Study: Theatre

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Video Monitor/DVD	1	1	1	
Digital video camera	1	1	1	Flip USB Port
Student Computers	1	3	5	Refer to current tech and professional education technology standards
8 or 16 Channel Audio Mixer	1	1	1	Minimum: 4XLR inputs, 4 quarter inch inputs, 2 audio outputs
Wireless Microphones	3	6	6	Stage mics Appropriate length
Mic Stands	3	6	6	
Follow Spot	1	1	1	With stand
Audio CD Player/Recorder	1	1	1	
Head Phones	3	3	3	Stereo – For audio equipment
Portable Dimmer	1	1	1	
Intercom Headsets	4	4	4	
DVD/CD Duplicator	1	1	1	Career Development
Commercial Sewing Machine	1	1	1	Portable with protective case
Iron, Ironing Board or Steamer	1	1	1	

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
<b>Recommended Equipment for Theatre</b>				
Serger	1	1	1	Differential feed, free arm, 3-5 thread
Washer	1	1	1	Multi Cycles & Installation
Dryer	1	1	1	Multi Cycles & Installation

**Cluster: Arts, A/V Technology, and Communications**

Pathway: Visual Arts

Program of Study: Advertising and Graphic Design

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specification/ Description
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	15	20	25	See ACE Technology Standards Level 1
Computer printer	1	1	1	
Computer scanner	1	1	1	
Computer workstation	15	20	25	
Large format scanner	1	1	1	
Large format printer	1	1	1	
Digital Camera	1	1	1	
Digital Video Camera	1	1	1	
Rotary trimmer	1	1	1	30" x 14"
Software: Creative, Animation, Word, Multi-Media, Web-design, etc.	15	20	25	Industry standard specifically related to commercial art program area
Tables, drawing	2	3	4	24" x 36" drawing surface
Digital Drawing Tablet	15	20	25	

**Cluster: Arts, A/V Technology, and Communications**

Pathway: Visual Arts

Program of Study: Photography

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	7	10	12	Refer to current Education Technology Standards

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Computer Printer	1	2	2	Photo quality, 1280 x 1064 resolution
Work Tables	2	2	2	
Digital Imaging Software	7	10	12	
SLR Digital Cameras	7	10	12	With accessories
Matte Cutter	1	2	3	
Camera Bags	7	10	12	
Strobe Flash System	1	1	1	3-Strobe w/umbrellas
Wide Angle Zoom Lenses	7	10	12	
Tripods	2	3	4	
Backdrop	1	1	1	W/Stand

**Cluster: Arts, A/V Technology, and Communications**

Pathway: Printing Technology

Program of Study: Graphic Communications

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Binding Machine	1	1	1	Plastic comb binder
Compressor, Air	1	1	1	2 HP
Computer	4	6	8	See Technical and Professional Education Technology Standards
Computer Printer, Laser	1	1	1	See Technical and Professional Education Technology Standards
Computer Printer, Color	1	1	1	See Technical and Professional Education Technology Standards
Computer Scanner	1	1	1	See Technical and Professional Education Technology Standards
Copier	1	1	1	See Technical and Professional Education Technology Standards
Cutter, Paper	1	1	1	24" hydraulic, to meet OSHA safety requirements
Drill, Punch	1	1	1	W/round cornering attachment
Folder, Paper	1	1	1	Electronic feed control, table top model, 4x6 to 12x24 capacity, automatic feed
Jogger, Paper	1	1	1	17" X 2"
Plate Maker	1	1	1	Flip-top, 17" X 22"
Press, Offset	2	3	4	11" X 17", two color, chain delivery, independent control water and ink, variable speed, register bar, double sheet detector, vacuum feed
Press, Padding	1	2	3	

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Software, Publishing	4	4	4	
Stairs, Safety	1	1	1	40"H X 24"W, hand rails
Stapler, Floor Model	1	1	1	Single head 1/2" minimum capability side or saddle w/round or flatware
Stapler, Heavy Duty	1	1	1	25 sheets capacity
Stitcher,	1	1	1	Automatic, double head
Table, Light	4	6	8	36" X 26"
Table, Work	4	5	6	Plastic laminated top, 3' X 6'
Wrapping Machine, Shrink	1	1	1	
<b>Recommended Equipment</b>				
Tool Set, Basic	1	2	3	To include combination wrench set, screw driver set (standard and phillips) socket set (1/4-3/8-1/2), assorted
Truck, Hand	1	1	1	
Vacuum, Shop	1	2	2	Wet or Dry

**Cluster: Arts, A/V Technology, And Communications**

Pathway: Journalism & Broadcasting

Program Of Study: Radio Broadcasting

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	5	7	10	Refer to current Technical and Professional Education Technology Standards
Digital Camera	1	1	1	5 mega pixel
Video Camera	1	1	1	Digital
Computer Printer	1	1	1	Photo quality, 1280 x 1064 resolution
Computer Scanner	1	1	1	Refer to current Technical and Professional Education Technology Standards
Audio Mixer	3	4	5	Minimum: 4 XLR inputs, 4 quarter inch inputs, 2 quarter inch audio outputs
Headphones	10	12	14	Stereo
Audio Recorder	3	4	5	Digital-USB
CD Player	1	2	3	Digital
Microphone	6	6	6	Studio On-air broadcast quality with studio mounts
Microphone, Wireless	2	2	2	Handheld, VHF microphone, wireless transmitter and receiver
Audio Editing System	5	7	9	Digital with industry standard software

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Audio editing system	2	2	2	Laptop units for field use
Cell phone interface	1	1	1	Industry standard
Speakers	2	2	2	Audio monitors
MP3 player/recorder	2	3	4	Digital
Audio monitors	6	8	10	Broadcast Quality
Public Address System	1	1	1	Portable, Mixer with 2 Speakers
Podcasting Station	2	3	4	Digital
USB Microphone	2	2	2	Laptop use

**Cluster: Arts, A/V Technology, and Communications**

Pathway: Journalism & Broadcasting

Program of Study: Television Production

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	5	7	10	Refer to current Technical and Professional Education Technology Standards
Digital Camera	1	1	1	5 mega pixel
Video Camera	1	1	1	Digital
Computer Printer	1	1	1	Photo quality, 1280 x 1064 resolution
Computer Scanner	1	1	1	Refer to current Technical and Professional Education Technology Standards
Audio Mixer	1	1	1	Minimum: 4 XLR inputs, 4 quarter inch inputs, 2 audio outputs
Character Generator	1	1	1	Capable of outline effect, superimpose over video, scroll titles, zoom titles
Headphones	6	8	10	Stereo
Video Recorder VTR	1	1	1	Digital with monitor
Video Mixer	1	1	1	A/V Mixer, 4 video inputs, 2 source synchronization
Video Monitor	5	5	5	
Communication System	1	1	1	4 person intercom system
Studio Video Camera	3	3	3	3-CCD Video Camera Broadcast quality
Field Video Camcorder	3	4	5	Consumer Camera with full manual features
Video Camera Tripod	3	3	3	Full studio size with full size studio video camcorders, fluid head, deluxe dolly
Video Camera Tripod	3	4	5	Field use video camcorders, fluid head
DVD Player/Recorder	1	2	2	Digital

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Microphone	4	5	6	Lavaliere, miniature, clip-on, 6' cable
Microphone	4	5	6	Omni-directional, dynamic, handheld
Microphone, Wireless	2	3	4	Lavaliere, VHF, microphone, wireless transmitter and receiver
Light Kit, Field	2	2	2	3 spot lights (300 watts), 3 light poles (8'), carry case
Non-linear Editing System	3	4	5	Digital monitor, DVD burner and software
Non-linear editing system	2	2	2	Laptop units for field use, with software
Teleprompter System	1	1	1	Industry standard
Speakers	2	2	2	Audio monitors

## CAREER GUIDANCE

### Why do career planning in your schools?

The Arkansas Department of Education Rules and Regulations Governing Public School Student Services states:

#### 8.0 Documentation of Services

- 8.01 Each building based school site in all school districts shall submit annual reports indicating services provided through the Student Services Plan to the Department of Education.
- 8.03 Each school counselor serving students in buildings housing students in grades 8-12 shall provide a career planning process for each student. During the five-year process documentation of the information provided must be maintained as to whether the information was discussed with the student in individual or group settings. Each counselor is to develop a form to document these activities which can be used district-wide. A copy of the form and a statement of how services were provided must be submitted to the Department of Education as part of the annual report required in 8.01.

## CAREER ORIENTATION

### Course Description

**Career Orientation** is a one- or two-semester course. It may be offered in the seventh or eighth grade (eighth grade recommended) for a minimum of one semester (60 seat hours) two consecutive nine-week periods in either the first or second semester) and a maximum of two semesters. Refer to Standards.

**CT Intro Based Career Orientation** can be taken to satisfy the requirements for Career Orientation and Computer Tech Intro. This course must be offered in a business computer lab. to meet the requirements for introducing students to hardware and application software of a computer. All applications will be toward career planning, preparation, exploration and development. Students will be knowledgeable about the world of work, career options, and the personal skills, aptitudes, and expectations to complete the education and training requirements to enter into a future career. Instructors must have the business education licensure and the Career Orientation endorsement.

### Course Type and Content

Career Orientation is an activity-based career exploration course designed to broaden students' knowledge about careers. The course will consist of instruction in the following areas: (1) self-awareness, (2) career awareness, including the 16 U.S.O.E. career clusters, (3) career planning, education and training, and (4) introduction to employability skills. Students shall receive occupational information from a balance of sources, such as audio-visual aids, computer software, resource speakers, field trips, job shadows, lectures, and applied activities. At the completion of the course, the student shall develop a tentative 6 year- plus education and training career plan.

### Course Credit

One-half unit credit for a semester course and one unit credit for a two-semester course should be given Career Orientation students.

## Student Organization

A career and technical student organization for Career Orientation is optional. It is recommended that Career Orientation supports existing FCCLA and/or FBLA student organization chapters.

## Course Offered

Course Code	Middle School Elective	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
399100	Career Orientation		X	X				
399280	CT Intro-Based Career Orientation		X	X				

## CAREER GUIDANCE, EXPLORATION, AND PREPARATION

### MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

#### Career Orientation

Item Name	Count	Specification/Description
Presentation Equipment	1	LCD Projector (Mounting recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Digital Video Camera	1	
Student Computer System	1 per 5 students	See ACE Technology Standards (Access to computer lab preferred)
Ink-jet printer	1	Networked
Calculators	1 per student	

Based on 15 students in class

## INTERNSHIP

### Course Description

The internship course is designed to assist students in their specific career focus areas and to help them successfully transition from school to career. Students who expect to begin their careers immediately upon high school graduation as well as those who need to complete post-secondary training prior to starting a career can benefit from the course. The structure includes a strong business partnership that links the course and its participants to current resources, information, and guidance from industry professionals. It provides intense, competency-based classroom and work-site instruction specifically tailored to meet the needs of individual students. It also fosters articulation of programs between high schools and post-secondary education, credit-granting institutions, and apprenticeship programs. A post-graduation monitoring system is incorporated that identifies and addresses graduates' ongoing needs as they advance toward their identified career goals.

### Course Type

Internship is a course designed to serve 11<sup>th</sup>- and 12<sup>th</sup>-grade students who are in good academic standing and have completed at least two units in a chosen career focus area. The entire course, which includes both classroom and work-site instruction, helps students successfully transition from school to work.

Interns receive guided classroom and guided work-site instruction that is competency-based and incorporates academics and applied learning activities. Each classroom and work-site competency an intern successfully completes is documented and placed in a portfolio. The intern receives the portfolio upon completion of the internship course.

### Classroom Instruction

The classroom portion of the internship course focuses on teaching students the basic skills required by all employers. Interns are individually assessed, and weak areas are addressed while strong areas are reinforced. The KeyTrain curriculum is recommended to prepare students for the ACT WorkKeys assessments to help them earn the Arkansas Career Readiness Certificate.

- Basic skills in applied reading, writing, mathematics, listening, observation, speaking, and locating information.
- Interpersonal skills in self-management, creative thinking, critical thinking, decision-making and problem solving.
- Workplace skills in business etiquette, communication, work habits, work effectiveness, leadership, and business writing
- Employability skills in job search and job application

Work-site instruction – Individual work sites must be approved by the internship coordinator. Written agreements shall be established between the school and the work site that outlines appropriate course delivery prior to student placement. Work-site instruction is guided by the employer and directly relates to the student's identified career focus. Compensation is negotiated for each intern and based on fair labor standards. Non-paid internships are allowed but must be approved by program management staff.

### Length of Course

1. Students shall complete between 180 hours and 720 hours of instruction.
2. Maximum length of enrollment in the internship course shall be two consecutive years.
3. Length of course shall be determined by the needs of the individual student. A specific plan shall be established for each intern that outlines the intern's planned experiences and expectations as they directly relate to his/her chosen career focus area.

### Eligibility of Students

1. Students must be at least 16 years of age in order to meet labor law requirements.
2. Students shall apply for acceptance to the internship course. Minimum guidelines for acceptance include:

An identified career focus on file;

- a. Completed at least two units of an identified career major;
- b. Academic standing of at least 2.0 on a 4.0 scale;
- c. Acceptable attendance record as determined by the school administration;
- d. Written recommendations from a counselor, a teacher in the student's career major area, a teacher outside the student's career major, and two personal references from non-relatives;
- e. Membership in a student organization that reflects intern's career goals and enhances his/her ability to excel in a chosen career focus area.

### Course Credits

1. Interns should be expected to complete at least 18 hours of coordinator classroom instruction and 180 hours of work-site (work-based learning) study in order to receive one credit.
2. Interns should receive two credits with a minimum of 36 hours of classroom instruction and 360 hours of work based learning in the work site.

3. A maximum of four credits for completing 72 hours of coordinator contact and 720 hours worksite study **within a consecutive two-year period.**

### Student Organization

Although a specific student organization does not exist for interns, the internship course is designed to support the guidelines, goals, and objectives of all student organizations. Interns are required to hold membership in the student organization that represents their individual career focus area, if one is available.

Course Code	Course	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493860	Internship	1					X	X

### Internship

Item Name	Count	Description/ Specification
Presentation Equipment	1	LCD Projector (Mounting recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	1 per student	See ACE Technology Standards
Digital Video Camera	1	
Printer (Instructor)	1	
Scanner/copier/FAX	1	
Telephone	1	
Printer		Networked

Based on 15 Students in class

### KEYSTONE

#### Course Description

Keystone courses are designed to help ninth or tenth grade students make smooth transitions from middle school or junior high to high school. The course follows a framework that is customized by faculty members to meet the needs of individual project sites.

Although keystone courses originated as an orientation course for schools implementing career academies, they may be adapted for use in regular high school settings.

Keystone has several purposes that include:

- Decreasing the number of disciplinary referrals
- Lowering drop-out rates
- Raising test scores
- Improving career planning and development
- Increasing student involvement in school activities, clubs, and community service
- Increasing student enrollment in higher level academic coursework and/or skills attainment
- Promoting sound career development planning

Minimum required activities are

- An orientation process that introduces students to the school's offerings, faculty, activities, clubs, rules, and regulations

- Career exploration that builds on the students' Career Orientation experience and incorporates:
  - Job shadowing or mentoring
  - Career/college fair
  - Guest speakers
  - Supervised field trips to business and industry sites
  - Parent/student educational/career development conferences
  - Continuation of four- to six-year academic/career planning process

The plan shall be submitted to ACE and address the following topics:

- Establish the mission/goals for the course
- Establish the nonnegotiable components
- Outline the orientation course
- Outline the career exploration component
- Define the workplace skills to be taught
- Design how career planning will be incorporated
- Establish the framework
- Establish the time frame
- Select and/or design appropriate bell-to-bell activities/curriculum for the course
- Identify resources and support
- Establish monthly meeting schedule
- Establish schedule for career exploratory activities
- Establish a division of responsibilities for further curriculum/activity development
- Establish a follow-up method to record student data regarding improvement in areas of concern
- Establish a goal and method of recruiting and training teachers
- Establish a date and method for evaluating course

#### Curriculum/Content Framework

Each keystone course shall establish a framework as part of the plan submitted to ACE. Classroom instruction shall follow the plan submitted to ACE by the school district.

#### Length of Course (based on plan submitted to ACE)

Minimum length – one semester (Schools on block schedules can modify the length of time to conform to the school's schedule; modification should be reflected in the plan submitted to ACE.)

#### Course Credits (based on a standard schedule)

Students shall receive .5 credit for completing a full-semester keystone course.

Course Code	Course	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation.</b>								
493850	Keystone	.5			X	X		

## Keystone

This is a suggested equipment list. The count for equipment should be adapted to meet individual program needs. Any purchase variations must first be approved by the Career Guidance, Exploration, and Preparation Education & Instruction Manager.

Item Name	Count	Description/ Specification
Presentation Equipment	1	LCD Projector (Mounting recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Digital Video Camera	1	
Student Computer System	1 per 5 students	See ACE Technology Standards
Printer	1	
Scanner	1	

Based on 15 students in class

## SENIOR SEMINAR

### Course Description

Schools may apply to start ACE-Approved Career Cluster Senior Seminar (capstone courses) to support any approved career and technical area of study. Areas that have traditionally been considered academic may also be served with a senior seminar course as long as the program of study is approved by ACE. This may include coursework such as journalism, law, art, drama.

The senior seminar course is designed for seniors who are in the process of completing a program of study in any approved career and technical career area. The content is intended to facilitate the student's transition from school to work or higher education. The purpose is to strengthen skills in the areas of research, academics, SCANS skills, and oral presentation skills as they relate to the students' chosen area of study. It is also designed to enhance their ability to demonstrate learned skills. The course allows students to synthesize learned information through the use of career scenarios.

The course shall include

- Basic skills in applied reading, writing, mathematics, listening, observation, speaking, and locating information.
- Interpersonal skills in self-management, creative thinking, critical thinking, decision-making and problem solving.
- Workplace skills in business etiquette, communication, work habits, work effectiveness, leadership, and business writing
- Employability skills in job and college search and application
- A related career-based and contextual experience that reinforces SCANS skills and provides information to complete a senior project in the student's chosen career area,
- An integrative senior project and the development of a career/educational portfolio, and
- Locally preferred objectives as designed by the school. Locally preferred objectives may not supersede those aforementioned.

### Curriculum/Content Framework

A framework shall be approved prior to implementing the course. The framework shall follow ACE format and contain those items outlined in the course description. Locally preferred objectives may be added at the discretion of the district, but they may not replace or supersede those required of all senior seminar courses.

## Course Credits

ACE-Approved Career Cluster Senior Seminar may be offered for one or two semesters with .5 unit of credit per semester.

## Student Organization

Although a specific student organization does not exist for senior seminar students, students shall participate in the student organization that best represents their area of study. The senior seminar course provides leadership instruction and training and may assist students in preparing for competitions and activities associated with their participation in a student organization.

Course Code	Electives	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation.</b>								
493890	Career Cluster Senior Seminar	.5						X

## Senior Seminar

This is a suggested equipment list. The count for equipment should be adapted to meet individual program needs. Any purchase variations must first be approved by the Career Guidance, Exploration, and Preparation Education & Instruction Manager.

Item Name	Program	Description/ Specification
Presentation Equipment	1	LCD Projector (Mounting recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Digital Video Camera	1	
A/V Cart/Media Storage Center	1	
Student Computer System	1 per 5 students	See ACE Technology Standards
Networked Laser Printer	1	
Recording Mic	1	
Scanner	1	

Based on 15 students in class

## WORKPLACE READINESS/CAREER READINESS

### Course Description

Workplace Readiness/Career Readiness is a one or two-semester course offered in grades 11-12. It focuses on career development, interpersonal skills, problem solving, teamwork, communications skills, the use of technology, and self-management. Workplace Readiness is a one-semester course and Career Readiness is a two-semester course which will include all of the KeyTrain curriculum. The on-line computer-based KeyTrain is required to prepare students for the ACT WorkKeys assessments for the Arkansas Career Readiness Certificate.

Students must be at least 17 years of age, successfully pass level four or higher in KeyTrain, and have a Social Security number to take the ACT WorkKeys assessments. The curriculum, assessments and Career Readiness Certificate are provided free of charge to the school and to the student.

## Course Type

Workplace and Career Readiness is a course that teaches the skills and attributes needed to succeed in the changing workplace through video, computer, printed lessons and self-paced Internet-based applied learning.

## Course Content

The course content shall reflect the Workplace Readiness framework approved by ACE.

- Basic skills in applied reading, writing, mathematics, listening, observation, speaking, and locating information.
- Interpersonal skills in self-management, creative thinking, critical thinking, decision-making and problem solving.
- Workplace skills in business etiquette, communication, work habits, work effectiveness, leadership, and business writing
- Employability skills in job search and job application
- Career portfolio development

## Eligibility of Student

Students in Workplace/Career Readiness shall be in grades 11-12.

## Course Credit

One-half unit credit for a semester course should be given Workplace Readiness students.  
One unit of credit for a two semester course should be given Career Readiness students.

## Course Offered

Course Code	Course	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493880	Workplace Readiness	.5					X	X
493900	Career Readiness	1					X	X

## Workplace Readiness/Career Readiness

Item Name	Count	Description/ Specification
Presentation Equipment	1	LCD Projector (Mounting recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	1 per student	See ACE Technology Standards
Digital Video Camera	1	
Printer	1	Networked
Scanner/FAX/Copier	1	

Based on 15 students in class

## EAST/WORKFORCE TECHNOLOGY

### Course Description

EAST/Workforce Technology is a one-year course designed as an alternative for the traditional Workplace Readiness course. The course creates a link with EAST technology and methodology and focuses on teaching students the transferable technology skills they need to succeed in the changing workplace.

Course Type

1. EAST/Workforce Technology employs a problem-based, service-learning environment that encourages students to use advanced technological applications, problem solving, teamwork, communication, and critical-thinking skills. Real-world advanced application in programming, computer design, and animation are used to reinforce math skills. Oral and written communication skills are reinforced through presentations, projects, and electronic communication. Work ethics and attitudes are strengthened as students take personal ownership of the lab and are responsible for software and equipment inventory, equipment maintenance, networking issues, and system administration.
2. EAST/Workforce Technology can be utilized in any program of study as a related elective option.

Length of Course

EAST/Workforce Technology may be implemented as a one-year course.

Eligibility of Students

Students in **EAST/Workforce Technology shall meet EAST requirements**. Students in EAST/Workforce Technology shall be completing career and technical programs of study. Students shall be in grades 11-12.

Course Content

Course content shall meet EAST requirements and the framework for ACE approved Workforce Technology.

- Basic skills in applied reading, writing, mathematics, listening, observation, speaking, and locating information.
- Interpersonal skills in self-management, creative thinking, critical thinking, decision-making and problem solving.
- Workplace skills in business etiquette, communication, work habits, work effectiveness, leadership, and business writing
- Employability skills in job search and job application
- Career portfolio

Course Credits

It is recommended that the equivalent of one unit of credit be given to EAST/Workforce Technology students.

Facilities and Equipment

Facilities and equipment requirements must meet EAST standards. The Department of Career Education shall only be responsible for funding a designated portion of an EAST facility. The amount of funding shall be based on a predetermined formula. The facilities and equipment requirements must be met within the specified time for course approval.

Student Organization

Students enrolled in EAST/Workforce Technology are encouraged to hold membership in the student organization(s) that relate to their career focus area.

Course Code	Course	Units of Credit	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
460010 560020 560030 560040	EAST/Workforce Technology	1				X	X

### **EAST/Workforce Technology**

District must supply instructional materials such as textbooks, research materials, and videos.

Any variation or specialized equipment purchased with this funding must first be approved by the Education & Instruction Manager.

<b>Item Name</b>	<b>Count</b>	<b>Description/ Specification</b>
Equipment and software must meet EAST standards		Same as EAST specifications

# Operational Guide for Family and Consumer Sciences Education

<b>Summary of Changes (2/1/12)</b>
Clothing Management II course added
Consumer Services course equipment list note corrected
Dates added to all Equipment List to clarify timeframe of updates
<b>Summary of Changes (12/1/10)</b>
Date for computer submission of Teacher Information Added contact information for Roderic Duckworth, Associate Director Updated room number for Family & Consumer Sciences Office Updated year for course codes Deleted technology standards-to be publicized on Web Updated program approval process to include insufficient testing Updated Career Cluster Pathway – Program of Study Crosswalk Updated Career and Technical Course Codes for the Office of Family and Consumer Sciences Deleted Family & Consumer Apprenticeship/Work-Based-Learning courses Changed Managing Resources to Personal & Family Finance Changed course description for Internship Changed course description for Workplace Readiness Changed course description for EAST/Workforce Technology Explanation added for support course elective options Changed grade levels for Special Populations courses Changed Family & Work Connections to Family & Consumer Science Investigation (Family CSI) Added Exploring Personal Finance (7-8 grade) Added Consumer Services Added Customer Relations Added Entrepreneurial Experience Updated Types of Programs Updated Student Organization Added Consumer Services Pathway Updated special certification and licensure requirements Updated Middle School Elective Courses Updated equipment lists Added equipment list for Consumer Services program of study Updated Program of Study charts
<b>Summary of Changes (7/1/07)</b>
Teacher Licensure code changes for Family and Consumer Sciences and Food Production, Management and Services Updated information on FACS taught at the 8 <sup>th</sup> grade level Technology Standards
<b>Summary of Changes (7/1/05)</b>
Pathways rearranged through clusters
<b>Summary of Changes (4/1/05)</b>
Course Codes:
Incomplete sentences in numerous course code descriptions are completed
460010 EAST/Workforce Technology added
Family and Consumer Sciences:
Leadership and Service Learning Course code 493160 is added to Options in Culinary Arts; Food Production, Management and Services; Lodging Management

CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK	
Pathway	Program of Study
<b>Cluster: EDUCATION AND TRAINING</b>	
Teaching & Training	Education & Training
<b>Cluster: HOSPITALITY AND TOURISM</b>	
Restaurant & Food and Beverage Services	Culinary Arts
Restaurant & Food and Beverage Services	Food Production, Management, & Services
Lodging	Lodging Management
<b>Cluster: HUMAN SERVICES</b>	
Consumer Services	Consumer Services
Early Childhood Development & Services	Child Care Guidance, Management, & Services
Personal Care Services	Cosmetology
Family & Community Services	Family & Consumer Sciences Education

**CAREER CLUSTER: EDUCATION; HOSPITALITY & TOURISM;  
HUMAN SERVICES (all pathways)**

**493280 ACE-Approved Family & Consumer Sciences**

**Credit: 1 Grade Levels: 9-12**

This is an individually approved course in family & consumer sciences education submitted by the district.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science

**590060 ACE-Approved Family & Consumer Sciences**

**Credit: 1 Grade Levels: 9-12**

This is an individually approved course in family & consumer sciences education submitted by the district.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science

**493020 Child Development**

**Credit: .5 Grade Levels: 9-12**

Child Development focuses on skills needed to guide the physical, intellectual, emotional, and social development of children. Upon completion of this course, the student should be prepared to care for and guide the development of a child through all stages of growth—within a family, as child care professional, or in other experiences with children.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science  
610 Childcare

**493030 Clothing Management****Credit: .5 Grade Levels: 9-12**

Experiences in the Clothing Management course are designed to assist students in developing skills necessary for management of individual and family wardrobes, for decision making as a clothing consumer, and for understanding the role of the clothing and textile industry in the economy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science

**493060 Clothing Management II****Credit: .5 Grade Levels: 9-12**

Experiences in the Clothing Management II course are designed to enhance student's skills, further develop their talents as a consumer, and for a better understanding of the clothing and textile industry role in the economy.

Students will have in-depth experiences using advanced sewing techniques such as pattern alterations, exploring specialty seams and construction, use of facings and advanced hand stitching techniques, and the use of advanced technology. Upon completion of the class students should acquire knowledge and skills needed for designing and constructing projects and develop a professional portfolio.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Sciences

**493330 Entrepreneurial Experience****Credit: 1 Grade Levels: 10-12**

The Entrepreneurial Experience is a school-based enterprise where students attain experience researching the market and identifying the need for a product or service. Students will create, produce, and market a product or service as part of the program. This program provides students the opportunity to determine the characteristics of entrepreneurs, and to track the establishment of a successful business from their inception as an entrepreneurial idea. As an enrichment activity, students are encouraged to launch their own entrepreneurial effort outside the school-based enterprise.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science

**493080 Family & Consumer Sciences****Credit: 1 Grade Levels: 9-12**

Family and Consumer Science is designed to provide students with basic information and skills needed to function effectively within the family and within a changing, complex society. Upon completion of this course, the student should have developed basic life skills that promote a positive influence on the quality of life.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science

**493100 Family Dynamics****Credit: 1 Grade Levels: 9-12**

Family Dynamics focuses on the role of the family in helping individuals develop to their highest potential, in strengthening the community, and in addressing concerns of a global society.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science

**493110 Food & Nutrition****Credit: .5 Grade Levels: 9-12**

This course focuses on the development of skills needed to select, prepare, and serve food that meets nutritional needs of individuals and families. Upon completion of this course, students should be able to apply sound nutritional practices that will have a positive effect on their health.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science
580	Culinary Arts & Chef Preparation
598	Food Production, Management & Services

**493130 Food Science****Credit: .5 Grade Levels: 10-12**

Experiences focus on the scientific method to study the various relationships between food science, nutrition, and food preparation. Laboratory skills developed in measuring, recording, and analyzing data are used to explore these relationships. Experimental methods are employed to analyze food mixtures, food microbiology, food preservations, and complex food systems.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science

**493140 Housing & Interior Design****Credit: .5 Grade Levels: 9-12**

Housing and Interior Design focuses on personal and family housing needs, options for meeting those needs, and the role of the housing industry in the economy. Upon completion of the course, a student should be prepared to make wise decisions in obtaining and maintaining personal and family shelter.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science

**493150 Human Relations****Credit: .5 Grade Levels: 9-12**

Human Relations focuses on the development of skills needed in order to build and maintain successful relationships in the home, community, and workplace. Upon completion of this course, the student should have a better understanding of self, know how to communicate effectively, and be able to establish and maintain effective relationships with family members, peers, and others.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science

**493160 Leadership & Service Learning (9-12)****Credit: .5 Grade Levels: 9-12**

Leadership and Service Learning emphasizes the importance of leadership skills, volunteerism, and professionalism in the development of personal qualities. It focuses on the benefits of community service, leadership roles, and civic responsibilities. Current technology is used to enhance communication skills and promote professionalism.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science

**493200 Nutrition & Wellness****Credit: .5 Grade Levels: 9-12**

Nutrition and Wellness emphasizes the interaction of nutrition, foods, sports, and exercise for lifelong fitness and well-being of individuals and families.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science

**493210 Parenting****Credit: .5 Grade Levels: 9-12**

Parenting is designed to assist students in developing an understanding of the parenting process and of parenting skills. Upon completion of this course, a student should possess skills necessary to provide quality care for children—as a parent, as one employed to care for children, or as one who interacts with children in other settings.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science  
610 Child Care

**493190 Personal & Family Finance****Credit: .5 Grade Levels: 9-12**

Personal & Family Finance is designed to assist students in developing an understanding of resources available to individuals and families and ways to manage these resources so needs and goals are met.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 090 Family & Consumer Science  
091 Vocational Home Economics  
215 Family & Consumer Science

**EDUCATION CLUSTER****Education & Training****493240 Orientation to Teaching I****Credit: 1 Grade Levels: 10-12**

This course is designed to provide students with knowledge that will help prepare them as future teachers. Upon completion of this course, a student should have a better understanding of the roles of the teacher in the profession, understand developmental characteristics of learners, identify teaching strategies, be creative in lesson delivery, and understand historical and current educational issues, policies, and practices. Districts desiring to implement this course should request approval from the Family & Consumer Sciences Office.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: ANY

**493290 Orientation to Teaching II****Credit: 1 Grade Levels: 11-12**

Orientation to Teaching II is a course designed to integrate psychological, sociological, and philosophical foundations which prepare students for positive field experiences. This course encourages prospective teachers to become responsible, professional, and ethical as they explore the teaching profession. The students will research and examine foundations within the educational system. Upon completion of this course, a student should have a working knowledge of and employability skills for the education profession. The student will have the opportunity to obtain the paraprofessional certification.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: ANY

## HOSPITALITY AND TOURISM CLUSTER

### Culinary Arts

#### **493250 Introduction to Culinary Arts**

**Credit: .5 Grade Levels: 9-12**

This course is designed to provide students with basic knowledge and understanding of culinary arts, covering such topics as basic cooking techniques, menu planning, basic nutrition, culinary math, safety, and sanitation. This course is a prerequisite to Culinary Arts I and Culinary Arts II.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science
580	Culinary Arts & Chef Preparation
598	Food Production, Management & Services

#### **493260 Culinary Arts I**

**Credit: 1 Grade Levels: 10-12**

This course is designed to provide students with an in-depth study of the professional kitchen and culinary applications. A prerequisite to this course is Introduction to Culinary Arts.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science
580	Culinary Arts & Chef Preparation
598	Food Production, Management & Services

#### **493270 Culinary Arts II**

**Credit: 1 Grade Levels: 10-12**

This course is designed to provide students with advanced culinary applications, service, and presentation.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science
580	Culinary Arts & Chef Preparation
598	Food Production, Management & Services

### Food Production, Management, & Services

#### **493120 Food Production, Management, & Services**

**Credit: 1 Grade Levels: 10-12**

Emphasis in this course is given to the development of competencies related to employability; technology in food production, management, and services; sanitation and safety; nutrition as related to food service; serving of food; purchasing, receiving, and storing of food supplies; production and management of food; use, care, and storage of large and small commercial food service equipment; menu planning; and modified diets.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science
580	Culinary Arts & Chef Preparation
598	Food Production, Management & Services

**493220 ProStart I****Credit: 1 Grade Levels: 11-12**

ProStart I is the first part of a two-year, industry-based program that prepares students for careers in the restaurant and food service industry. After completion of ProStart I, the student has the option to take ProStart II, complete 400 hours of hospitality-related work experience, take and pass the ProStart exam, and receive national HBA/ProStart certification.

Does course count in required 38 units and if Yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science
580	Culinary Arts & Chef Preparation
598	Food Production, Management & Services

**493230 ProStart II****Credit: 1 Grade Levels: 11-12**

ProStart II is the second part of a two-year, industry-based program that prepares students for careers in the restaurant and food service industry. Upon completion of ProStart I & II, 400 hours of hospitality-related work experience, and successfully passing the ProStart exam, the student can receive national HBA/ProStart certification.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science
580	Culinary Arts & Chef Preparation
598	Food Production, Management & Services

**Lodging Management****493170 Lodging Management I (FACS)****Credit: 1 Grade Levels: 11-12**

Lodging Management I is the first part of a two-year, industry-based program that prepares students for careers in the hotel/resort industry. Upon completion of the course, successfully passing the Lodging Management exam, and completion of a hospitality internship, the student can receive national HBA/Lodging Management certification.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science

**493180 Lodging Management II (FACS)****Credit: 1 Grade Levels: 11-12**

Lodging Management II is the second part of a two-year, industry-based program that prepares students for careers in the hotel/resort industry. Upon completion of the course, successfully passing the Lodging Management exam, and completion of a hospitality internship, the student can receive national HBA/Lodging Management certification.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science

## HUMAN SERVICES CLUSTER

### Child Care Guidance, Management, & Services

#### 493010 Child Care Guidance, Management, & Services

**Credit: 1 Grade Levels: 10-12**

This course is designed to provide students with information and experiences in the occupational field of child care and guidance, management, and services. Upon completion of this course, a student should have a better understanding of children and their development and have enhanced employability skills that will be of benefit regardless of the occupation or career in which employed.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science
610	Child Care

### Consumer Services

#### 493310 Consumer Services

**Credit: 1 Grade Levels: 11-12**

Consumer Services is a project based course that introduces applications within the consumer service industry. Students will obtain a broad-based knowledge in consumer products and industry equipment. Upon completion of the course students will be able to obtain and maintain a profession in consumer services, demonstrate product/equipment features and associated uses, read and understand current research information to include in presentations to consumers, and recognize and apply current ethical and legal practices in consumer services. Course content includes using technology to manage different aspects of consumer services to meet consumer expectations and to utilize consumer information and resources.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science

#### 493320 Customer Relations

**Credit: .5 Grade Levels: 11-12**

Through the use of technology, students will learn to evaluate information that will attract and retain customers, provide customer satisfaction, and apply principles and processes to meet customers' expectations. Students will learn to use business procedures to produce successful customer interactions and business outcomes.

Emphasis will be placed on examining the uses of various types of communication skills, preparing policies and procedures and explaining processes for managing customer relations. Key ethical procedures that protect customers and company interests will be stressed. The opportunity to obtain industry certification will be offered to all students.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

090	Family & Consumer Science
091	Vocational Home Economics
215	Family & Consumer Science

### Cosmetology

#### 494550 Cosmetology I

**Credit: 1 Grade Levels: 11-12**

This two-semester instructional program prepares the individual to begin achieving the basic competencies necessary to begin a program of study in cosmetology.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 573 Cosmetology

**494570 Cosmetology II****Credit: 2 Grade Levels: 11-12**

The course allows the completion of the 1,500 hours of training and instruction required to be eligible for the State Board of Cosmetology licensing examination.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 573 Cosmetology

**494560 Cosmetology Lab****Credit: 1 Grade Levels: 11-12**

This production-based program is designed to allow for the development of skills and knowledge needed to execute a comprehensive cosmetology product.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 22 units required for graduation: Yes  
 Licensure required to teach this course: 573 Cosmetology

**Middle School FACS Courses****399070 Family & Consumer Sciences (8th grade)****Credit: Grade Levels: 8**

Family and Consumer Sciences is designed to provide students with basic information and skills needed to function effectively within the family and within a changing, complex society. Upon completion of this course, the student should have developed basic life skills that promote a positive influence on the quality of life.

Does course count in required 38 units and, if yes, how: No  
 Does course count in the 22 units required for graduation: No  
 Licensure required to teach this course: 090 Family & Consumer Science  
 091 Vocational Home Economics  
 092 Middle School Home Economics  
 214 Family & Consumer Science  
 215 Family & Consumer Science

**399080 Family & Consumer Science Investigation (Family CSI)****Credit: Grade Levels: 7-8**

Family and Consumer Science Investigation is a semester course in which emphasis is placed on competencies related to Family, Career and Community Leaders of America; personal and family development; relationships; home environment; food and nutrition; wellness; resource management; responsible child care; clothing and appearance; and career preparation. Upon completion, the student will be able to see the interrelationship between work and family life and develop skills necessary to function in an ever-changing society.

Does course count in required 38 units and, if yes, how: No  
 Does course count in the 22 units required for graduation: No  
 Licensure required to teach this course: 090 Family & Consumer Science  
 091 Vocational Home Economics  
 092 Middle School Home Economics  
 214 Family & Consumer Science  
 215 Family & Consumer Science

**399090 Leadership & Service Learning (7-8 grade)****Credit: Grade Levels: 7-8**

Leadership and Service Learning emphasizes the importance of leadership skills, volunteerism, and professionalism in the development of personal qualities. It focuses on the benefits of community service, leadership roles, and civic responsibilities. Current technology is used to enhance communication skills and promote professionalism.

Does course count in required 38 units and, if yes, how: No  
 Does course count in the 22 units required for graduation: No  
 Licensure required to teach this course: 090 Family & Consumer Science  
 091 Vocational Home Economics  
 092 Middle School Home Economics  
 214 Family & Consumer Science  
 215 Family & Consumer Science

**399260 Exploring Personal Finance (7-8 grade)****Credit: Grade Levels: 7-8**

Exploring Personal Finance is designed to introduce students to the knowledge and skills required for managing their personal and family financial resources. Students learn to manage resources through hands-on applications that are relevant to their lives. Projects will require students to use academic skills in language arts, math, social sciences, and science. Emphasis is given to the development of competencies related to values, needs, and wants, goals and decision making, career exploration, understanding paychecks, spending plans, savings, electronic banking and credit, financial institutions, and checking accounts.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: No

Licensure required to teach this course:	090	Family & Consumer Science
	091	Vocational Home Economics
	092	Middle School Home Economics
	214	Family & Consumer Science
	215	Family & Consumer Science

**CAREER CLUSTERS: EDUCATION AND TRAINING; HOSPITALITY AND TOURISM;  
HUMAN SERVICES**

**Program Description**

The mission of Family and Consumer Science (FACS) is to prepare students for family life, work life, and careers in family and consumer sciences by providing opportunities to develop the knowledge, skills, attitudes, and behaviors needed for strengthening the well-being of individuals and families across the life span; becoming responsible citizens and leaders in family, community, and work settings; promoting optimal nutrition and wellness across the life span; managing resources to meet the material needs of individuals and families; balancing personal, home, family, and work lives; using critical and creative thinking skills to address problems in diverse environments; being successful in life management; developing employment and career plans; functioning effectively as providers and consumers of goods and services; appreciating human worth; and accepting responsibility for one's actions and success in family and work life.

**Types of Programs**

Family and consumer sciences education consists of two types of programs

1. FACS courses that provide instructional programs, services, and activities designed to prepare youths and adults for family life and careers in family and consumer sciences.
  - o Family and Consumer Sciences Education
2. Occupational FACS courses that are designed to assist students in the development of skills that will enable them to secure employment and advance in a chosen family and consumer sciences career. These include:
  - o Education and Training
  - o Culinary Arts
  - o Food Production, Management, and Services
  - o Lodging Management
  - o Child Care Guidance, Management, and Services
  - o Consumer Services
  - o Cosmetology

All of these programs are correlated to national standards and cluster/pathway knowledge and skill statements. Students have the opportunity to obtain state and/or national certifications in all of these program areas.

Program offerings in each school must include a minimum of one program of study in three different career clusters (offered annually). A majority of schools in Arkansas offer an FACSE program of study. Those schools that offer an FACSE program of study will be able to offer additional programs of study.

## Length of Courses and Eligibility of Students

A semester course shall consist of 60 hours of instruction; a year-long course shall consist of 120 hours of instruction. Length of courses and eligibility of students are shown on the FACS education framework at the end of this section.

## Student Organization

The career and technical student organization (CTSO) Family, Career, and Community Leaders of America (FCCLA) shall be an integral part of the FACS instructional program at each school. All local chapters shall affiliate annually and follow the guidelines, goals, objectives, and participate in activities of the district, state, and national organization. The Education and Training program of study shall utilize FCCLA as the CTSO. A Future Educators of America (FEA) chapter may also be chartered annually. If the Education and Training program core course, Orientation to Teaching, is taught by a licensed teacher other than FACS, an FEA chapter shall be chartered annually. Cosmetology programs shall affiliate annually as part of a SkillsUSA student organization.

## Pathways and Programs of Study by Career Cluster

### EDUCATION AND TRAINING

Planning, managing, and providing education and training services and related support services

#### Teaching and Training Pathway

Education and Training Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493020	Child Development	.5			X	X	X	X
493240	Orientation to Teaching I *	1				X	X	X
<b>Options</b>								
493080	Family & Consumer Sciences	1			X	X	X	X
493150	Human Relations	.5			X	X	X	X
493160	Leadership & Service Learning *	.5			X	X	X	X
493290	Orientation to Teaching II*	1					X	X
493210	Parenting	.5			X	X	X	X
ADE or other ACE courses may be used as additional options with prior approval from the FACS program manager.								

### HOSPITALITY AND TOURISM

Hospitality and tourism encompasses the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation, and travel-related services

#### Restaurant and Food and Beverage Services Pathway

Culinary Arts Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493250	Introduction to Culinary Arts	.5			X	X		
493260	Culinary Arts I	1				X	X	X
493270	Culinary Arts II	1				X	X	X
<b>Options</b>								
493080	Family & Consumer Sciences	1			X	X	X	X
493110	Food & Nutrition	.5			X	X	X	X
493160	Leadership & Service Learning *	.5			X	X	X	X
493200	Nutrition & Wellness *	.5			X	X	X	X
493220	ProStart I *	1					X	X
493230	ProStart II *	1					X	X
493130	Food Science *	.5				X	X	X
493330	Entrepreneurial Experience*	1				X	X	X

Food Production, Management, and Services Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493110	Food & Nutrition	.5			X	X	X	X
493120	Food Production, Management, & Services	1				X	X	X
<b>Options</b>								
493250	Introduction to Culinary Arts	.5			X	X		
493080	Family & Consumer Sciences	1			X	X	X	X
493160	Leadership & Service Learning *	.5			X	X	X	X
493200	Nutrition & Wellness *	.5			X	X	X	X
493220	ProStart I *	1					X	X
493230	ProStart II *	1					X	X
493130	Food Science *	.5				X	X	X
493330	Entrepreneurial Experience*	1				X	X	X

**Lodging Pathway**

Lodging Management Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493140	Housing & Interior Design	.5			X	X	X	X
493170	Lodging Management I	1					X	X
493180	Lodging Management II	1					X	X
<b>Options</b>								
493080	Family & Consumer Sciences	1			X	X	X	X
493160	Leadership & Service Learning *	.5			X	X	X	X
493190	Personal and Family Finance	.5			X	X	X	X
493330	Entrepreneurial Experience*	1				X	X	X

**HUMAN SERVICES**

Preparing individuals for employment in career pathways that relate to families and human needs

**Consumer Services Pathway**

Consumer Services Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493190	Personal and Family Finance	.5			X	X	X	X
493320	Customer Relations*	.5					X	X
493310	Consumer Services*	1					X	X
<b>Options</b>								
493080	Family & Consumer Sciences	1			X	X	X	X
493140	Housing and Interior Design	.5			X	X	X	X
493150	Human Relations	.5			X	X	X	X
493160	Leadership & Service Learning *	.5			X	X	X	X
493030	Clothing Management	.5			X	X	X	X
493330	Entrepreneurial Experience*	1				X	X	X

### Early Childhood Development & Services Pathway

Child Care Guidance, Management, and Services Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493020	Child Development	.5			X	X	X	X
493210	Parenting	.5			X	X	X	X
493010	Child Care Guidance, Management, & Services	1				X	X	X
<b>Options</b>								
493080	Family & Consumer Sciences	1			X	X	X	X
493100	Family Dynamics	1			X	X	X	X
493150	Human Relations	.5			X	X	X	X
493160	Leadership & Service Learning *	.5			X	X	X	X
493190	Personal and Family Finance	.5			X	X	X	X
493200	Nutrition & Wellness *	.5			X	X	X	X

### Family & Community Services Pathway

Family and Consumer Sciences Education Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493080	Family & Consumer Sciences	1			X	X	X	X
<b>Options</b>								
493190	Personal and Family Finance	.5			X	X	X	X
493150	Human Relations	.5			X	X	X	X
493020	Child Development	.5			X	X	X	X
493210	Parenting	.5			X	X	X	X
493160	Leadership & Service Learning *	.5			X	X	X	X
493100	Family Dynamics	1			X	X	X	X
493200	Nutrition & Wellness *	.5			X	X	X	X
493030	Clothing Management	.5			X	X	X	X
493110	Food & Nutrition	.5			X	X	X	X
493130	Food Science*	.5				X	X	X
493140	Housing & Interior Design	.5			X	X	X	X
493330	Entrepreneurial Experience*	1				X	X	X

**Personal Care Services Pathway**  
Cosmetology Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494550	Cosmetology I	1					X	X
494570	Cosmetology II	2					X	X
<b>Options</b>								
494560	Cosmetology Lab	1					X	X

Special Certification and Licensure Requirements:

1. Meet the licensure requirements for career and technical permits.
2. Licensed by the Arkansas State Board of Cosmetology
3. Hold a current cosmetology instructor's license issued by the Arkansas State Board of Cosmetology

**FAMILY AND CONSUMER SCIENCES COURSES:**

Course Code	Elective Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493020	Child Development	.5			X	X	X	X
493030	Clothing Management	.5			X	X	X	X
493080	Family & Consumer Sciences	1			X	X	X	X
493100	Family Dynamics	1			X	X	X	X
493110	Food & Nutrition	.5			X	X	X	X
493140	Housing & Interior Design	.5			X	X	X	X
493150	Human Relations	.5			X	X	X	X
493190	Personal and Family Finance	.5				X	X	X
493210	Parenting	.5			X	X	X	X
494560	Cosmetology Lab (Cosmetology programs only)	1					X	X

Course Code	Other Elective Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Seek ACE prior approval before implementation.								
493280	ACE Approved Family & Consumer Sciences*	1			X	X	X	X
590060	ACE Approved Family & Consumer Sciences*	1			X	X	X	X
493130	Food Science*	.5				X	X	X
493160	Leadership & Service Learning*	.5			X	X	X	X
493200	Nutrition & Wellness*	.5			X	X	X	X
493220	ProStart I*	1					X	X
493230	ProStart II*	1					X	X
493330	Entrepreneurial Experience*	1				X	X	X

Course Code	Middle School Elective Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
399070	Family & Consumer Sciences (8 <sup>th</sup> Grade) ***	1		X				
399080	Family & Consumer Science Investigation**	.5	X	X				
399090	Leadership & Service Learning	.5	X	X				
399260	Exploring Personal Finance	.5	X	X				

\* Districts must have ACE prior approval to implement.

\*\* FACS career focus programs of study require that this foundation course, Family and Consumer Science Investigation (Family CSI) be taught for program approval. Family and Consumer Sciences (one unit grades 9-12) may be used in substitution with prior written approval from the FACS program manager. If used as a foundation course, FACS (grades 9-12) may apply toward the three units required in the career focus program of study where allowed as an option for that career focus program of study. **Note:** A school district would not have the option to teach FACS at the 8<sup>th</sup> grade level, course code number 399070, as a core course to be counted as a completer if permission has been granted to use FACS, course code number 493080 as a substitute for Family CSI.

\*\*\* FACS at the eighth-grade level will count as the core course for the FACS program of study, but students must still complete three other Carnegie units in the FACS program of study in grades 9-12 to be counted as a completer. FACS at the eighth-grade level may not be used as an option to be counted as a completer in any program of study. If FACS is taken by a student at the eighth-grade level, that student should not be allowed to repeat the course in grades 9-12.

## FAMILY AND CONSUMER SCIENCES EDUCATION

### MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

#### Career Cluster: Human Services

Pathway: Early Childhood Development & Services

Program of Study: Child Care Guidance, Management and Services (On Site Lab)

#### STANDARDS FOR NEW PURCHASES (Effective 1994—Reviewed 2009)

**NOTE:** This list does not include basic equipment, presumed to be in an existing FACS department. Purchases on this list are based on an existing childcare facility. Additional items from the FACS department will be used to support this program of study. For a list of these required items, refer to the Family and Consumer Sciences Education Equipment List.

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/VCR/DVD or TV and VCR/DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control.
Cassette/CD Rom Player	1	1	1	Recorder/Player
Digital Camera or Video Camera	1	1	1	Multi-function, digital or VCR tape. Case and strap.
Scanner	1	1	1	(2002)
Computer Tables	3	4	5	
Computer Chairs	3	4	5	Adjustable
Student Computer System	3	4	5	See ACE Technology Standards
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board (200)
Demonstration Projector	1	1	1	Multiple settings, stable base, large platform. (2002)
Teacher Storage	1	1	1	Sturdy, locking
Laminator	1	1	1	18" - 27"
Ellison Cutter (XL)/Die Cuts	1	1	1	Assorted die cuts
Storytelling Easel	1	2	3	
Binding Machine	1	1	1	
Copier	1	1	1	Black and White, Multi-function,
Clothes Dryer	1	1	1	Multi-cycle
Washing Machine	1	1	1	Multi-cycle
<b>NOTE: The items below are based on the number of children enrolled in the child care center, NOT high school students enrolled in the FACS program.</b>				
Sink		1		Meets Health Department specifications
Vacuum Cleaner		1		6.5 AMP upright or 3.5 peak HP canister
Teacher Storage		1		Sturdy, locking
Fire Extinguisher		1		Dry, multipurpose
First Aid Kit		1		Locked
Microwave Oven		1		700 watts
Institutional Sink		1		Meets Health Department specifications

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Garbage Disposal		1		1HP
Range		1		4-burner, self-cleaning, vented
Refrigerator		1		Two-door refrigerator/freezer, 21 cubic foot, frost-free
Low Hand Washing Lavatory		1		One per 15 children
Low Drinking Fountain		1		One per 15 children
Tot Toilet		1		One per 15 children
Paper Towel Dispenser /Forced Air Dryer		1		One per 15 children
Children's Chair		20		One per child, tip resistant
Children's Table		5		Sturdy, lead-free finish, size adequate for each child to have work space
High Chairs		10		One per two children; sturdy construction, lead-free finish, safety strap or center pin
Changing Table & Storage Center		1		Safety rail; washable surface
Feeding Table/Play Table		1		Six-seater
Cribs		20		One per child; crib and mattress should conform to all Consumer Products Safety Commission standards, casters, full vision
Infant Swings		10		One per two children, sturdy construction
Activity Center		3		Stationary
Pre-wheel Toys		10		One per two children, (a variety) non-pedaling, safe, sturdy
Adult Rocking Chair		1		One per 6 infants, sturdy, easy to maintain
Storage for Infant/Toddler Supplies		1		Out of children's reach
Infant Mirror		1		Unbreakable
Cots (or mats) with Sheets and Storage		20		Cots-heavy duty standard, 1" 16 gauge aluminum frame, vinyl or canvas cover
Play Equipment Storage Unit		1		
Play Equipment Set (Outdoor)		1		Same as indoor set
Outside Storage		1		To accommodate outside toys
Wheeled Toys		1 set		A set includes ten of the following: pedal toys, punch-pull toys, wagon, tricycle, scooter, wheelbarrow
Covered Sand Box		1		Smooth finish, 6" deep
Rocking Toys		5		Sturdy, safe, lead-free finish
Outdoor Swings		1 set		Meet licensing standards
Outdoor Climber		1		Sturdy, safe
Sports Equipment		1 set		To include soccer, basketball, football, baseball, etc.
Coat Locker		2 (10 lockers each)		Storage with hanging space for each child
Art Center Easels and Storage		5		One per 4-6 children with shelves at child's height
Music/Listening Center and Storage		1		Rhythm musical instruments, storage space for instruments, audio tapes, sturdy, safe

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Block Center and Storage		1		Storage space for assorted blocks
Home Living Center and Storage		1		Child size table with chairs, kitchen equipment, doll bed, child size rocking chair, storage space for accessories. Material and design may vary.
Library Center/Bookshelves		1		Sturdy, child height to accommodate books, age appropriate books
Puppet Center		1		To include puppets, puppet theater
Math and Science Equipment Set		1		Safe, sturdy, manipulatives

**Career Cluster: Human Services**

Pathway: Early Childhood Development & Services

Program of Study: Child Care Guidance, Management and Services (Pre-Employment Lab)

**STANDARDS FOR NEW PURCHASES** (Effective 2002—Reviewed 2009)

**NOTE:** This list does not include basic equipment, presumed to be in an existing FACS department. Purchases on this list are based on an existing child care facility. Additional items from the FACS department will be used to support this program of study. For a list of these required items, refer to the Family and Consumer Sciences Education Equipment list.

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/VCR/DVD or TV and VCR/DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control.
Cassette/CD Rom Player	1	1	1	Recorder/Player
Digital Camera or Video Camera	1	1	1	Multi-function, digital or VCR tape. Case and strap.
Scanner	1	1	1	(2002)
Computer Tables	3	4	5	
Computer Chairs	3	4	5	Adjustable
Student Computer System	3	4	5	See ACE Technology Standards
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board (2002)
Demonstration Projector	1	1	1	Multiple settings, stable base, large platform (2002)
Teacher Storage	1	1	1	sturdy, locking
Laminator	1	1	1	18" - 27"
Ellison Cutter (XL)/Die Cuts	1	1	1	Assorted die cuts
Storytelling Easel	1	2	3	
Binding Machine	1	1	1	
Copier	1	1	1	Black and White, Multi-function,

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Additional Instructional Equipment	1	1	1	Additional instructional items may be chosen from the FACS On-Site Child Care Equipment List as necessary. These items may not be furniture, structural, or permanently placed in the center.

**Career Cluster: Human Services**

Pathway: Consumer Services

Program of Study: Consumer Services

**STANDARDS FOR NEW PURCHASES** (Effective 2010)

**NOTE:** This list does not include basic equipment, presumed to be in an existing FACS department. Additional items from the FACS department will be used to support this program of study. For a list of these required items, refer to the Family and Consumer Sciences Education Equipment List.

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/DVD or TV and DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control
Digital Camera	2	3	4	Multi-function, digital. Case and strap
Digital Video Camcorder	1	2	2	Multi-function with hard drive and 8G memory stick, tripod, case and strap
Scanner	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Teacher Printer	1	1	1	See ACE Technology Standards
Student Laptop	1	1	1	See ACE Technology Standards
Copy Machine	1	1	1	Black and White, multi-function, efficient speed
Document Camera	1	1	1	Multiple settings, stable base, large platform
Server	1	1	1	
Poster Printer	1	1	1	
Student Computer System	15	20	25	See ACE Technology Standards
Student Printer	1	1	2	See ACE Technology Standards
Filing Cabinet	2	2	2	Sturdy, lockable, 4-drawer
Media Storage Center	1	1	1	Adjustable compartments for CD, DVD
Computer Tables	15	20	25	Sturdy (If laptops are purchased current classroom furniture may be used)
Computer Chairs	4	5	6	Adjustable (If laptops are purchased current classroom furniture may be used)

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Classroom Set of Financial Calculators	15	20	25	Classroom set equals 1 calculator per student
Calculator	1	2	3	With printing ability
Fax Machine	1	1	1	High resolution and quality; ink jet printing
Teacher Amplification System	1	1	1	Classroom sound system, IR speakers, student pass mike and teacher amplification microphone
Presentation Remote	1	1	1	Wireless
Cash Register	1	2	2	8 character, single line, LED display, drop-in register tape
Classroom Management Software	1	1	1	Allows teacher monitoring and administration of Student Computer System
Headphones	15	20	25	Heavy duty, padded, adjustable
Multi-use convertor	4	5	6	Convertor jack to allow multiple users for MP3 player and mobile computerized pad
MP3 Player	1	1	1	32+G
Mobile computerized pad	4	5	6	Wi-Fi and 3G accessible; 64 GB; multifunction, interactive with protective cover
Classroom Response System	1	1	1	16 (or 32) pad response system

**Career Cluster: Human Services**

Pathway: Personal Care Services

Program of Study: Cosmetology

**STANDARDS FOR NEW PURCHASES** (Effective 2004—Reviewed 2010)

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/VCR/DVD or TV and VCR/DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control.
Cassette/CD Rom Player	1	1	1	Recorder/Player
Digital Camera or Video Camera	1	1	1	Multi-function, digital or VCR tape. Case and strap.
Scanner	1	1	1	
Computer Tables	3	4	5	
Computer Chairs	3	4	5	Adjustable
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	3	4	5	See ACE Technology Standards
Computer Printer	1	1	1	See ACE Technology Standards
Computer Software	1	1	1	Cosmetology Imaging Software with photo printer and site license.
Demonstration Projector	1	1	1	Multiple settings, stable base,

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
				large platform.
Filing Cabinet	2	2	2	Sturdy, lockable, 4-drawer.
Media Storage Center	1	1	1	Adjustable compartments for CD, DVD, VCR.
Bookcase	2	2	2	Multiple adjustable shelves, sturdy.
Storage Cabinet	6	6	6	For Chemical Storage, sturdy, lockable, adjustable shelves.
Storage Cabinet	3	3	3	Towel storage, multiple shelves
Permit Display Case	1	1	1	Wall mounted glass covered lockable case used to display permits and licensing documents.
Floor Display Case	1	1	1	1 standing product displaces case, lockable with sliding glass doors.
Wall Display Boards	1	1	1	2 Bulletin Boards for advertisements and client information. Additional bulletin board strips for displaying style posters and salon materials.
Lockers	3	4	5	6 lockers per unit, lockable
Shampoo Bowl	3	3	3	With sprayers
Shampoo Chair	3	3	3	
Facial Chair	2	2	2	With protective covers.
Styling Chair	20	20	25	State Board requires a minimum of 20 stations for an approved site. Hydraulic lift with swivel, with protective covers.
Floor Chair Mats	20	20	25	Cushioned support while standing.
Salon Work Stations	20	20	25	State Board requires a minimum of 20 stations for an approved site. With Mirror and counter space.
Manicure Stool	5	5	5	Adjustable heights, swivel base.
Manicure Station	5	5	5	With Drawers and lamps.
Dryer Chair	10	10	10	
Dryers	10	10	10	
Marcel Stove	1	1	2	Marcel stove with tester, stand and Marcel irons in a variety of sizes.
Towels	12 dozen			15x25, 100% cotton terry cloth, various colors.
Wall Charts	1 set			Large size, full color, tear-resistant, coated paper. To cover all topics for Cosmetology, Esthetics, and Nail Technology.
Tripod Manikin Stands	2	2	2	Manikin stand for demonstrations.
Multi-Function Facial System	1	1	1	Brush, high frequency, vacuum and spray, galvanic, steamer, magnifying lamp.

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Cosmetology Kit	15	20	25	
Shears				Cutting shears, thinning shears, hair shaper with blade.
Manicure Set				Cuticle nippers, steel pusher, plastic pusher, metal file, foot file, tweezers, 2 manicure sticks, spatula, nail brush, 1 box #5 emery boards, cuticle scissors, nail clippers, manicure bowl.
Clip Sets				100 all purpose clippies, 1 box single prong clippies, 12 jaw clamps, 12 duckbill clippies.
Comb Set				12 - 7" finger wave cutting combs, 12 tail combs, 1 pintail highlighting comb, 1 dual purpose comb and lift.
Brush Set				3 round brushes in various styles, 1 nylon bristle vent brush, 1 ball tip cushion paddle brush.
Roller Set				Roller roost with 12 dozen rollers.
Blow Dryer				With cool shot.
Marcel Iron				Electric, 3/4" with rolling handle.
Tint Set				8 oz. trigger spray bottle, tint bottle with long spout, tint bowl, tint brush, detangle/tint comb, double dip plastic pick, 1 large manikin clamp, 2 pair black reusable gloves.
Capes				2 printed shampoo capes, 1 comb out cape, 1 cobbler's apron, 1 kiddie cape, 1 neutralizing bib.
Tote				1 medium shoulder type tote bag to hold all kit equipment.
Manicure/Pedicure Kit	1	1	1	
Practice Hands				25, Flexible, practice fingers with clamp
Manicure Heaters				2, for use with hot oil
Nail Polish Rack				1, floor standing or wall mounted, large capacity.
Nail Dryers				2 for check out, twin, adjustable temperature settings.
Paraffin Spa				10, variable settings
Foot Spa				10, deluxe, massaging
Mitts				Heated, 5 sets each for hands and feet.
Dispensary Equipment Kit	1	1	1	
Hand Mirrors				10 various larger sizes.
UV Lamps				Adjustable, 2 for check out.
Timers				5 bell or digital, easy to read.
Irons				Specialty styles to include flat, wave and crimping.
Perm Rod Set				Concave, straight and other varieties, tray for storage.
Facial Wax System				2 for check out
Hot Rollers				Electric, various sizes, 4 sets

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Child Supplies				5 booster seats
Instructional Manikin Set	15	20	25	Various manikins with different hair types, textures, and colors, 5 extra long manikins for braiding and long styles. For check out from Dispensary as needed.
Cleaning Kits	1	1	1	
Mops		2		With mop buckets
Brooms				2 small brooms, 2 industrial brooms
Trash Receptacles				With lids, 2 large and 4 small
Infection Control Set	1	1	1	
Ultra Violet Sanitizer				
Sterilizer Jars				Covered, 1 for each work station (20-25)
Implement Sterilizing Tray				Covered, 1 for each manicure station (5)
Towel Receptacles				For soiled towels, covered, 2
Spray Bottles				Large, trigger spray, 12
Sanex Strip Dispenser				5
Reference Materials Set	1	1	1	Medical Dictionary, Cosmetology Dictionary, 1 copy of each textbook referenced on the Candidate Information Bulletin (CIB) provided by the National Interstate Council of State Boards of Cosmetology (NIC)
Towel Warmer	1	1	1	Temperature controlled, holds various sizes.
Washer and Dryer	1 each	1 each	1 each	Multi cycles
Cash Register	1	1	1	Digital, lockable
Reception Chairs	5	5	5	
Receptionist Desk	1	1	1	Large work space, drawer storage, lockable
Receptionist Chair	1	1	1	Adjustable, swivel, wheels
Telephone/Fax Machine	1	1	1	Touch-tone, plain paper fax, auto redial
Time Clock	1	1	1	Electric, Analog or digital

**Career Cluster: Hospitality & Tourism**

Pathway: Restaurant and Food &amp; Beverage Services

Program of Study: Culinary Arts

**STANDARDS FOR NEW PURCHASES** (Effective 2004)

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/VCR/DVD or TV and VCR/DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control.
Cassette/CD Rom Player	1	1	1	Recorder/Player
Digital Camera or Video Camera	1	1	1	Multi-function, digital or VCR tape. Case and strap.
Scanner	1	1	1	
Computer Tables	3	4	5	
Computer Chairs	3	4	5	Adjustable
Student Computer System	3	4	5	Must meet current ACE specifications.
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Demonstration Projector	1	1	1	Multiple settings, stable base, large platform.
36" Commercial Range	1	1	1	Gas or Electric, 2 open burners, 24" griddle with standard oven base, stainless front, sides and backsplash
Convection Oven	1	1	1	Gas or Electric, Single Stack, Solid State Controls, 60/40 independent doors
Dishwasher	1	1	1	Free standing or under counter, built-in electric or gas booster, 30 racks per hour
Ice Maker	1	1	1	Free standing or under counter, built-in bin, 95 -145 lb. Production per 24 hours. Must include 32 oz. ice scoop with either free standing or wall mounted holder.
Refrigerator	1	1	1	Reach-in, self-contained, stainless steel front, standard depth, full-height door. Exterior dial type thermometer, 1/2 hp compressor, casters
Freezer	1	1	1	Reach-in, self-contained, stainless steel-front, standard depth, full-height door. Exterior dial type thermometer, 1/2 hp compressor, casters
Ventilation Exhaust and Fire Suppression	1	1	1	Stainless steel vent-a-hood, with automatic fire suppression system per local code
Sink	1	1	1	Three compartment, stainless steel with drain board
Disposal	1	1	1	Food Waste Disposal, 1 hp

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Dish tables	1	1	1	Fitted for under counter dishwasher, Stainless steel, 20"x20"x8" sink bowl, 9" H backsplash
Pre-Rinse Assembly	1	1	1	Deck or Back-splash Mount
Mixer with Stand	1	1	1	20 qt. Table-top Commercial Mixer, double hook, wire whip and flat beaters. Stainless steel stand, 30"x 36"
Cooks Tables	2	2	2	3'x5' minimum, stainless steel
Food Processor	1	1	1	Commercial, 1.75 hp, with attachments/blades
Kitchen Calculator	6	10	15	5 Hand held models for student use, 1 desk top or hand held model for teacher use. Easy to Read LCD Display, Solar or Battery operated
Food Storage				
Storage Containers		3 each		Bain-Marie Style, See-through or white, air-tight seal: 2 qt, 3 1/2 qt, 6 qt, 12 qt, 22 qt.
Ingredient Bins		3 each		Sliding hinge lid, see through lid, on casters
Dry Goods Storage		3 ea.		Air-tight seal, See-through with scoop: 4 qt, 2 qt, 1 qt
Small Equipment				
Ice Cream Machine		3		5 qt., Electric
Pasta Machine		3		Stainless Steel, adjustable settings, with cutters
Can Opener		1		Table mount, 7" plated steel base, reversible knife
Hand Mixers		2		
Portion Scales		1		Portion Scale - 1 lb. Capacity by 1/2 ounce
Balance Scales		1		Heavy duty bakers beam scale with scoop and weights
Kitchen Timers		5		Digital or Manual. 1 + hour timer with alarm.
Top-of-Range Cookware				
Stock Pots		1 ea.		Aluminum, with lids: 9 qt., 12 qt, 16 qt
Sauté Pans		1 ea.		10", 12"
Sauté Pans		3 ea.		7"
Fry Pans/Skillets		1 ea.		7", 10", 14", with lids
Sauce Pans		1 ea.		Aluminum or Stainless with lids: 1 1/2 qt, 2 qt, and 4 qt.
Cooling Racks		4 ea.		Full-pan size, stainless
Double Boiler		1 ea.		8 qt. with lid
Double Boiler		3 ea.		2 qt. with lid
Steamer		1ea.		Aluminum with lift out basket, 13" diameter with lid
Proofing/Holding Cabinet		1		Stainless Steel, Thermostatically Controlled
Kitchen Tools				
Dry Measure Cups		5 sets		Shape-retaining, stain-resistant, dishwasher safe
Liquid Measure Cups		5 ea.		1 cup, 2 cup, 1 qt., 2 qt.

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
				Temperature range, -40F to 212F
Measure Spoons		5 sets		
Mixing Bowls		3 sets		Stainless steel: 1 qt, 2 qt, 3 qt, 5 qt, 13 qt, 20 qt.
Spoons		4 each		Commercial grade, stainless steel: solid, slotted, various lengths
Wooden Spoons		3 sets		Various lengths
Rubber Spatula		3 sets		Commercial grade, various lengths
Dough Scraper		3		Plastic
Spreaders		3		Plastic
Off-set spatulas		3		Stainless or Plastic
Rolling Pin		3		Wooden or Non-stick
Pastry Blender		3		
Wisk or French Whips		3 sets		Stainless Steel, Varying sizes and weights
Spatulas & Turners		3 sets		Professional Quality, varying sizes
Pie Server		4		
Utility Tongs		3 sets		Professional Quality, varying sizes
Fork Turners		3 sets		Professional Quality, varying sizes
Griddle Scraper		1		Professional Quality
Colander		3 sets		Stainless or Aluminum, Various sizes
Pastry Brush		3 sets		Professional Quality, various sizes
Scoops, Portion, Ingredients		4 ea.		Professional Quality, stainless steel, # 30 , # 8 and # 60
Ladles		3 ea.		Stainless Steel: 11", 13"
Pizza Cutter		3		Professional Quality
Grater		3		Stainless Steel, 4 sided
Garnishing Set		3		To include: peeler, decorating knife, fruit decorator, melon baller, zester
Vegetable Peelers		5		
Cutting Boards		3 sets		Color Coded, NSF approved, non-absorbent, stain and cut resistant
Thermometers		3 sets		Instant Read, Meat, Candy/Deep Fry
Mandolin		3		With safety guard
China Cap		3		
Strainer		3 sets		With handle, wire mesh, variety of sizes
Skimmer		3		Fine mesh
Juicer		3		
Cutlery				
Cutlery Set		3		Lockable carrying case, sharpener, KNIVES: Chef's, carving, carving fork, bread knife, meat cleaver, boning, paring, kitchen shears, utility scissors

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Paring Knives		5		
Chef's Knives		5		12"
Shelving				
Wire Shelving		2		Shelving unit, 4 shelf, chrome or epoxy coated, grate-style to allow for air-flow, rust proof.
Wall Mount Shelving		2		Chrome or epoxy coating
Dunnage Rack		1		Aluminum or polyethylene
Digital Scale		1		15-20 pound high range
Deep fat fryer		1		50 lb. capacity front mount control with filter
Plating & Presentation				
Hollowware/Serving		4 ea.		Various sizes and shapes
Buffetware Utensil Set		2 ea.		Stainless, polished finish to include: Solid spoons, slotted spoons, oval spoons, two-tine fork, meat fork, ladle, turner, cake server, serrated knife, tongs
Cake Stand		1		
Dinnerware		1		Service for 50 to include: dinner plate, salad plate, coffee cup and saucer
Flatware		1		Service for 50 to include: knife, fork, spoon
Beverageware		1		Service for 50, 16 oz, Glass or Plastic
Table Linens		5		Variety sizes, colors, easy-care fabric, stain/odor release, machine washable, fade-resistant
Bakeware				
Aluminum Sheet Pans		24 ea.		16 gauge Full
Aluminum Sheet Pans		8		16 gauge Half
Pizza Pan		3 ea.		Thin-style, Deep-dish style, 14"
Cake Pans		3 sets		8" or 9" diameter x 2" deep
Pie Pans		3 sets		8" or 9" diameter
Muffin Pans		3		24 cup
Loaf Pan		3		Professional Quality
Roast Pan		3 ea.		Aluminum or Stainless, 3 1/2 qt and 6 1/2 qt.
Hotel Pans		3 ea.		2" Full size, 2" Half Pan, 4" Half Size
Springform Pan		3		8" or 9" diameter, aluminum
Docker (Dough)		1		
Cookie Cutters		3 sets		Variety of shapes and sizes
Canape Cutters		3 sets		Variety of shapes and sizes
Pastry Bags		3 sets each		12", 14"
Decorator Tips		3 sets each		assorted styles
Couplers		3 sets each		
Dough Cutter		3		
Pastry Cutter		3		Various Edges
Dough Scraper		3		

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Flexible Spatulas		3		Stainless Steel, 8" & 12"
Revolving Cake Stand		3		
Safety/Sanitation				
Trash Can		2		55 gallon, with handles to include twist on/off dolly with swivel casters, with lids
Kitchen Brushes		3		Various sizes to include: All purpose and specific use
Kitchen Towels		3 sets		20 ea. Towels, Wash Cloths, White, Cotton, Bleachable
Aprons		30		Bib Style
Pot & Sink Gloves		3 ea.		Rubber, Medium and Large
Oven Mitts		3 ea.		Institutional Grade, Pair, Medium & Large
Pot Holder		3 sets		Institutional Grade, Steam Barrier
Cut-Resistant Glove		3 ea.		To fit either hand, machine washable, bleachable. X-SM, Med, Large
Anti-skid Kitchen Mats		3		Rubber Construction, holes for drainage, 3' x 5'
Chemical Storage Cabinet		1		30"x24"x65" Locking Cabinet
Broom		3		Corn bristle or plastic bristle
Dust Pans		3		
Mop Bucket		1		Bucket, Wringer Combination, 35 qt. Capacity
Mop		1		Industrial Grade, Cotton
Ice Scoop with Holder		1		Free-standing or wall-mount, 32 oz.
First Aid Kit		1		Wall-Mounted, Identifiable
Glo-Germ Kit		1		
Sanitizer Test Kit		1 kit		Quaternary, Chlorine styles, with holder

**Career Cluster: Education and Training**

Pathway: Teaching and Training

Program of Study: Education and Training

**STANDARDS FOR NEW PURCHASES** (Effective 2004—Revised 2009)

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/VCR/DVD or TV and VCR/DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control.
Cassette/CD Rom Player	1	1	1	Recorder/Player
Digital Camera	1	1	1	Multi-function, digital. Case and strap.
Digital Video Recorder with Tripod	1	1	1	Multi-function, digital. Case and strap.
Scanner	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Laptop	1	1	1	See ACE Technology Standards
Copy Machine	1	1	1	Black and White, multi-function, efficient speed.
Demonstration Projector	1	1	1	Multiple settings, stable base, large platform.
Classroom Performance System	1	1	1	System includes Software, 16 or 32 response pad system depending on enrollment, Receiver Unit, and Carrying Case. Software includes Site License.
Laminator	1	1	1	18" - 27"
Ellison Die Cutter	1	1	1	Assorted die cuts, durable, storage system for easy access and security.
Poster Printer	1	1	1	
Student Computer System	3	4	5	See ACE Technology Standards
Computer Printer	1	1	1	See ACE Technology Standards
Photo Printer				(2009)
Filing Cabinet	2	2	2	Sturdy, lockable, 4-drawer.
Media Storage Center	1	1	1	Adjustable compartments for CD, DVD, VCR.
Computer Tables	3	4	5	
Computer Chairs	3	4	5	Adjustable
Portable Easel White Board with Storage	1	2	3	Adjustable (2009)

**Career Cluster: Human Services**

Pathway: Family and Community Services

Program of Study: Family and Consumer Sciences Education

**STANDARDS FOR NEW PURCHASES** (Effective 1994—Revised 2010)

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/VCR/DVD or TV and VCR/DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control.
Cassette/CD Rom Player	1	1	1	Recorder/Player
Digital Camera or Video Camera	1	1	1	Multi-function, digital or VCR tape. Case and strap.
Scanner	1	1	1	(2002)
Computer Tables	3	4	5	
Computer Chairs	3	4	5	Adjustable
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board (2002)
Student Computer System	3	4	5	See ACE Technology Standards
Computer Printer	1	1	1	See ACE Technology Standards
Demonstration Projector	1	1	1	Multiple settings, stable base, large platform.
Filing Cabinet	2	2	2	Sturdy, lockable, 4-drawer.
Media Storage Center	1	1	1	Adjustable compartments for CD, DVD, VCR.
Demonstration Table	1	1	1	For clothing or foods demonstrations. Electrical outlet, overhead mirror, and casters.
Garbage Disposals	3	4	5	
Washer and Dryer	1 each	1 each	1 each	Multi cycles
Serger	1	1	2	Differential feed, free arm, 3-5 thread
Sewing Machine	8	10	13	Portable with protective case, sufficient space for setup. (Set-up Options: 1 cabinet per machine, or 1 table per 2 machines, or custom counter space of 40" per machine
Computerized Embroidery Sewing Machine	1	2	3	Built-in memory for ordinary sewing, decorative, and embroidery designs; automatic needle threader; minimum embroidery area of 5 X 7 inches; 2 embroidery hoops; embroidery card and slots; onscreen editing; design software (2010)
Stools for Sewing Machine	8	10	13	
Pressing Equipment Sets	3	4	5	
Iron				Teflon coated, steam/dry options, UL listed, automatic shut off, self cleaning
Ironing Board, Pad and Cover				Standard size board, Teflon coated cover

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Dressmakers' Ham				6" X 10" L semi flat bottom, molded polyurethane filler
Sleeve Roll				3" X 13 1/2" wool and cotton cover
Pressing Cloth				Cotton, silicone, treated or see through 14" X 24"
Cutting Equipment Sets	3	4	5	
Pinking Shears				9" length, nickel blade
Scissors & Shears				Variety of types and lengths, including left & right hand shears
Triple Mirror	1	1	1	Full Length
Special Storage Cabinet	1	1	1	Tote tray storage, hanging space, minimum 30 slots.
Cutting Tables	3	4	5	Sturdy wood or metal (folding with gravity lock slides) 36"X 72"
Ranges/Hoods *	3	4	5	Electric or gas, self cleaning or continuous cleaning
Vacuum, Upright	1	1	1	Min. 6.5 AMP. 3.5 peak HP
Refrigerators	2	2	3	19-25 Cubic feet, adjustable shelves, ice maker
Microwave Ovens *	3	4	5	1000-1500 Watts, automatic sensors, turntable, multiple power levels, minimum 1.5 cubic feet interior
Convection Oven	1	1	1	1300-1500 Watts, full range
Bread maker	1	1	1	Completely automatic, 1 1/2 pound loaf
Dishwashers *	3	4	5	Adjustable upper rack, delay start, multiple cycle, quiet
Stand Mixers	3	4	5	Heavy duty, dough hook, whip and beaters, large and small bowls
Kitchen Tools				
Measuring Equipment Sets	3	4	5	Dishwasher safe
Mixing Equipment Sets	3	4	5	Variety, dishwasher safe
Fruit/Vegetable Prep. Sets	3	4	5	Stain resistant, dishwasher safe
Timers	3	4	5	60 minute, prolonged signal
Cutlery Sets	3	4	5	Stain and rust resistant. To include Chef, Boning, Bread, Paring, Carving, etc.
Cake Decorating Sets	2	3	4	Commercial quality
Cookie/Pastry Presses	2	3	4	Heavy duty, stainless
Gelatin Mold Sets	2	3	4	Metal, variety of shapes and sizes
Mixing Bowl Sets	3	4	5	Graduated sizes, heat resistant, dishwasher safe
Canister Sets	3	4	5	Airtight, rust proof
Oven Baking Equipment				
Baking Sheets	6	8	10	Nonstick, dishwasher safe
Jellyroll Pans	6	8	10	Nonstick, dishwasher safe
Cake Pans	12	16	20	8" & 9", nonstick, dishwasher safe
Loaf Pans	6	8	10	Nonstick, dishwasher safe
Muffin Pans	6	8	10	6 cup, nonstick, dishwasher safe

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Pie Pans	6	8	10	9" & 10" nonstick, dishwasher safe
Tube Pans	3	4	5	10" metal
Oblong Pans	3	4	5	9" X 13"
Casserole Dishes	6	8	10	1 1/2 qt., 2qt., covered
Bundt Pans	3	4	5	12 cup
Springform Pans	3	4	5	
Microwave Sets	3	4	5	Several shapes and sizes
Cooling Racks	6	8	10	Metal
Pizza Pans	6	8	10	12" nonstick
Dining Sets	3	4	5	Sturdy table, six chairs scaled to floor space. Classroom table and chairs may be substituted.
Range Top Cooking Equipment				
Double Boilers	3	4	5	Heavy, 1 1/2 quart, with lid
Sauce Pans	12	16	20	3 qt., 4 qt., 6 qt., 8 qt., heavy with lids
Skillets	6	8	10	10" & 12", nonstick, with lids
Dutch Ovens	3	4	5	6 qt., heavy, with lid
Small Electrical Equipment				
Blenders	3	4	5	12 speed, open at both ends
Can Openers	3	4	5	Opens odd shaped and dented cans
Coffee/Tea Makers	2	2	3	12 cup, warming plate
Electric Knives	3	4	5	Stainless steel, removable blades
Electric Skillets	3	4	5	Immersible, with cover
Food Processors	3	4	5	Stainless steel blades
Hand Mixers	3	4	5	Stainless steel blades
Toasters	3	4	5	4 slice, automatic
Waffle Makers	3	4	5	Nonstick, automatic temperature control
Crock Pots	3	4	5	Temperature control, 6 quart removable crock
Deep Fryers	3	4	5	4 quart, automatic
Omelet Pans	3	4	5	Immersible, nonstick
Hand Vacuum	1	1	2	Wet/Dry
Kitchen Linen Sets				
Aprons	20	25	30	Wash and wear, varying sizes
Dish Cloths	36	48	60	Washable, large
Tea Towels	36	48	60	Washable, lint free
Hot Pads	12	16	20	Varying sizes
Pot Holders	18	24	30	Washable, heavy duty, large
Table Appointments				
Dinnerware Sets	3	4	5	Service for 8, dishwasher safe
Glassware Sets	3	4	5	Service for 8, dishwasher safe
Flatware Sets	3	4	5	Service for 8, dishwasher safe
Serving Accessory Sets	3	4	5	Dishwasher safe

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Table Cloths	3	4	5	Washable, no iron
Place Mat Sets	3	4	5	Washable, no iron
Napkin Sets	3	4	5	Washable, no iron
Party Appointments				
Punch Bowl	1	1	1	8 qt., cut glass
Platters	3	3	3	12" - 16" glass
Trays	3	3	3	12" - 16" glass
Bowls	2	2	2	4 qt., glass
Pitcher	1	1	1	2 qt., glass
Candy Dishes	4	4	4	6" glass
Cups	50	50	50	Glass
Plates	50	50	50	8", glass
Ladle	1	1	1	Glass
Table Cloth	2	2	2	Lace, cut-work, or quality linen.
Coffeemaker	1	1	1	Automatic, 55 cup

**\*One built in kitchen unit is required for every 5 students**

**Career Cluster: Hospitality and Tourism**

Pathway: Restaurant and Food & Beverage Services

Program of Study: Food Production, Management and Services

**STANDARDS FOR NEW PURCHASES** (Effective 1994—Reviewed 2008)

**NOTE:** This list does not include basic equipment, presumed to be in an existing FACS department. Purchases on this list are based on 1 commercial kitchen. Additional items from the FACS department will be used to support this program of study. For a list of these required items, refer to the Family and Consumer Sciences Education Equipment list.

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/VCR/DVD or TV and VCR/DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control.
Cassette/CD Rom Player	1	1	1	Recorder/Player
Digital Camera or Video Camera	1	1	1	Multi-function, digital or VCR tape. Case and strap.
Scanner	1	1	1	
Computer Tables	3	4	5	
Computer Chairs	3	4	5	Adjustable
Student Computer System	3	4	5	See ACE Technology Standards
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Demonstration Projector	1	1	1	Multiple settings, stable base, large platform.

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
36" Commercial Range	1	1	1	Gas or Electric, 2 open burners, 24" griddle with standard oven base, stainless front, sides and backsplash
Convection Oven	1	1	1	Gas or Electric, Single Stack, Solid State Controls, 60/40 independent doors
Dishwasher	1	1	1	Free standing or under counter, built-in electric booster, 30 racks per hour
Ice Maker	1	1	1	Free standing or under counter, built-in bin, 95-145 lb. Production per 24 hours
Refrigerator	1	1	1	Reach-in, two section, self-contained, stainless steel front, standard depth, full-height door. Exterior dial type thermometer, 1/2 h.p. compressor, casters
Freezer	1	1	1	Reach-in, one-section, self-contained, stainless steel-front, standard depth, full-height door. Exterior dial type thermometer, 1/2 h.p. compressor, casters
Ventilation Exhaust and Fire Suppression	1	1	1	Stainless steel vent-a-hood, 48"x192"x 30" with fire suppression system per local code
Sink	1	1	1	Three compartment, stainless steel with right drain board, 20" front to back x 16" wide compartment, 14" deep with 10" high splash, 24" drain board.
Disposal	1	1	1	Food Waste Disposal, 1 h.p.
Dish tables	1	1	1	Fitted for under counter dishwasher, Stainless steel, 20"x20"x8" sink bowl, 9" H backsplash
Pre-Rinse Assembly	1	1	1	Deck or Back-splash Mount
Mixer with Stand	1	1	1	12-20 qt. Table-top Commercial Mixer, double hook, wire whip and flat beaters. Stainless steel stand, 30"x 36"
Cooks Tables	2	2	2	3'x5' minimum, stainless steel
Hot Food Table	1	1	1	Electric, 120 V. Portable, 58"x22"x34", 4 openings
Cold Food Bar	1	1	1	4', polyethylene construction, insulated with drain plug. Table-top model with Sneeze Guard
Food Processor	1	1	1	Commercial, 1.75 h.p., with attachments/blades
Commercial Food Slicer	1	1	1	1.7 h.p., industry standard on safety, sturdy
Food Storage				
Storage Containers		3 each		Bain-Marie Style, See-through or white, air-tight seal: 2 qt, 3 1/2 qt, 6 qt, 12 qt, 22 qt.
Dry Goods Storage		3 each		Air-tight seal, See-through with scoop: 4 qt, 2 qt, 1 qt
Small Equipment				
Crock Pots		4		
Electric Knife		1		

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Food Processor		1		
Can Opener		1		
Hand Mixers		2		
Portion Scales		1		Portion Scale - 1 lb. Capacity by 1/2 ounce
Utility Scales		1		Utility Scale - up to 60 lb. Capacity
Kitchen Timers		2		Digital or Manual. 1 + hour timer with alarm.
Top of Range Cookware				
Stock Pots		1 each		Aluminum, with lids: 9 qt., 12 qt, 16 qt
Sauté Pans		1 each		With Lids: 10", 12"
Fry Pans/Skillets		1 each		One each of: 7", 10", 14"
Sauce Pans		1 each		Aluminum or Stainless with lids: 1 1/2 qt, 2 qt, 4 qt.
Cooling Racks		4 each		Half-pan size, stainless
Kitchen Tools				
Dry Measure Cups		2 sets		Shape-retaining, stain-resistant, dishwasher safe
Liquid Measure Cups		1 each		1 cup, 2 cup, 1 qt., 2 qt. Temperature range, -40F to 212F
Measure Spoons		2 sets		
Mixing Bowls		2 each		Stainless steel: 1 qt, 2 qt, 3 qt, 5 qt, 13 qt, 20 qt.
Spoons		4 of each		Commercial, stainless steel, solid, slotted, various lengths
Wooden Spoons		1 set		Various lengths
Rubber Spatula		1 set		Commercial grade, various lengths
Dough Scraper		2		plastic
Spreaders		3		plastic
Off-set spatulas		3		Stainless or Plastic
Rolling Pin		2		Wooden or Non-stick
Pastry Blender		2		
Wisk or French Whips		3		Stainless Steel, Varying sizes
Spatulas & Turners		5		Professional Quality, varying sizes
Pie Server		4		
Utility Tongs		5		Professional Quality, varying sizes
Fork Turners		2		Professional Quality, varying sizes
Griddle Scraper		1		Professional Quality
Colander		2		Stainless or Aluminum, Various sizes
Pastry Brush		3		Professional Quality
Ladles		2 each		Stainless Steel: 11", 13"
Cutlery		2 sets		Lockable carrying case, sharpener, Chef's, Carving, Carving Fork, Bread Knife, Meat Cleaver, Boning, Paring, Kitchen Shears, Utility Scissors

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Pizza Cutter		1		Professional Quality
Grater		2		Stainless Steel, 4 sided
Garnishing Set		1		Peeler, Decorating knife, Fruit decorator, melon-baller, zester
Vegetable Peelers		2		
Cutting Boards		1 set		Color Coded, NSF approved, non-absorbent, stain and cut resistant
Thermometers		2 each		Instant Read, Meat, Candy/Deep Fry
Kitchen Calculator		2		Easy to Read LCD Display, Solar or Battery operated
Bakeware				
Aluminum Sheet Pans		4 each		Aluminum, Full and Half-Size
Pizza Pan		1 each		Thin-style, Deep-dish style, 14"
Cake Pans		3		8" or 9" diameter x 2" deep
Pie Pans		2		8" or 9" diameter
Muffin Pans		1		24 cup
Loaf Pan		3		Professional Quality
Roast Pan		1 each		Aluminum or Stainless, 3 1/2 qt and 6 1/2 qt.
Bake Pans/Casserole		2		11x17 aluminum
Springform Pan		1		8" or 9" diameter, aluminum
Shelving and Food Transport				
Wire Shelving		2		Shelving unit, 4 shelf, chrome or epoxy coated, grate-style to allow for air-flow, rust proof.
Utility Dolly		1		32"x20", 3" casters, durable, non-skid platform
Serving & Presentation				
Hollowware/ Serving		4 each		Various sizes and shapes
Beverage Serving Trays		4		Slide, chip and dent resistant
Chafing Dish		2		Stainless steel, with pan and cover
Beverage Urns		2		Stainless steel
Coffee Urn		1		Aluminum, 30 cup
Cream & Sugar Set		1		Stainless or porcelain
Buffetware Utensil Set		2 each		Stainless, polished finish to include: Solid spoons, slotted spoons, oval spoons, two-tine fork, meat fork, ladle, turner, cake server, serrated knife, tongs
Steam Table Pans		1 each		Stainless Steel with covers and adapter bars to include: Full-size 12" D, Full-size 6" D, Half-size 12" D, Half-size 6" D, Third-size 12" D, Third-size 6" D
Cake Stand		1		
Salt & Pepper Shakers		10 sets		Rust-resistant lids
Condiment Caddies		10		Plastic construction
Bread, Cracker Baskets		10		Woven or Vinyl Construction
Drink Pitchers		6		Plastic construction, 2 qt.

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Dinnerware		1		Service for 50 to include: dinner plate, salad plate, coffee cup and saucer
Flatware		1		Service for 50 to include: knife, fork, spoon
Beverageware		1		Service for 50, 16 oz, Glass or Plastic
Table Linens		5		Variety sizes, colors, easy-care fabric, stain/odor release, machine washable, fade-resistant
Safety/Sanitation				
Trash Can		1		55 gallon, with handles to include twist on/off dolly with swivel casters
Kitchen Brushes		3		Various sizes to include: Pan, Vegetable, Nail
Kitchen Towels		1 set		20 each Towels, Wash Cloths, White, Cotton, Bleachable
Aprons		1 set		White bib style, 1 per student for largest class
Pot & Sink Gloves		1 each		Rubber, Medium and Large
Oven Mitts		2 each		Institutional Grade, Pair, Medium & Large
Pot Holder		6		Institutional Grade, Steam Barrier
Cut-Resistant Glove		1 each		To fit either hand, machine washable, bleachable. X-SM, Med, Large
Anti-skid Kitchen Mats		2		Rubber Construction, holes for drainage, 3'x5'
Chemical Storage Cabinet		1		30"x24"x65" Locking Cabinet
Busing Boxes		4		20"x15"x7"
Broom		1		Corn bristle or plastic bristle
Push Broom		1		Heavy-duty, 18" floor push broom
Mop Bucket		1		Bucket, Wringer Combination, 35 qt. Capacity
Mop		1		Industrial Grade, Cotton
Ice Scoop with Holder		1		Free-standing or wall-mount, 32 oz.
First Aid Kit		1		Wall-Mounted, Identifiable
Glo-Germ Kit		1		
Sanitizer Test Kit		1 kit		Quaternary, Chlorine styles, with holder
Utility/Service Cart		1		Heavy-duty, 2-3 shelf, stainless or heavy duty polyethylene, 300 lb. capacity.
Dunnage Rack		1		Aluminum or polyethylene construction, 30"x18"x8"
Wall-Mount Shelving		2		Chrome or epoxy coated, grate-style, 24"x21"x12"

**Course: Family and Consumer Science Investigation (Family CSI)**

**STANDARDS FOR NEW PURCHASES (Effective 2002—Updated 2007)**

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/VCR/DVD or TV and VCR/DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control.
Cassette/CD Rom Player	1	1	1	Recorder/Player
Digital Camera or Video Camera	1	1	1	Multi-function, digital or VCR tape. Case and strap.
Scanner	1	1	1	
Computer Tables	3	4	5	
Computer Chairs	3	4	5	Adjustable
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	3	4	5	See ACE Technology Standards
Computer Printer	1	1	1	See ACE Technology Standards
Demonstration Projector	1	1	1	Multiple settings, stable base, large platform.
Filing Cabinet	2	2	2	Sturdy, lockable, 4-drawer.
Media Storage Center	1	1	1	Adjustable compartments for CD, DVD, VCR.
Demonstration Table	1	1	1	For clothing or foods demonstrations. Electrical outlet, overhead mirror, and casters, on board cook top and water supply.
Additional Storage/Demonstration Unit	1	1	1	Multiple storage areas and types, locking, sturdy, easy access during demonstrations. May be additional basic demo table or built in counter storage.
Serger	1	1	2	Differential feed, free arm, 3-5 thread
Sewing Machines	5	7	10	Portable with protective case, sufficient space for setup. (Set-up Options: 1 cabinet per machine, or 1 table per 2 machines, or custom counter space of 40" per machine)
Stools for Sewing Machine	5	7	10	
Pressing Equipment Sets				
Iron	2	2	3	Teflon coated, steam/dry options, UL listed, automatic shut off, self cleaning
Ironing Board, Pad and Cover	2	2	3	Standard size board, Teflon coated cover
Pressing Cloth	5	5	5	Cotton, silicone, treated or see through 14" X 24"
Cutting Equipment Sets				

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Pinking Shears	3	4	5	9" length, nickel blade
Scissors & Shears	10	15	20	Variety of types and lengths, including left & right hand shears
Cutting Tables	1	1	2	Sturdy wood or metal (folding with gravity lock slides) 36"X 72"
Special Storage Cabinet	1	1	2	Tote tray storage, hanging space, minimum 30 slots.
Refrigerator		1		Dorm Style, adjustable shelves.
Microwave Oven		1		1000-1500 Watts, automatic sensors, turntable, multiple power levels, minimum 1.5 cubic ft interior
Toaster Oven		1		Table top, large enough to bake cookies, muffins, pizza, and other small food items.
Kitchen Tools				
Measuring Equipment Sets		2 sets		liquid and dry measuring cups and spoons
Mixing Equipment Sets		1set		Variety of spoons, whisk spatulas, etc.
Timers		1		60 minute, prolonged signal
Spatulas and Turners		6		Variety of sizes to fit pans
Cutlery Sets		1		Stain and rust resistant. To include Chef, Boning, Bread, Paring, Carving, etc.
Mixing Bowl Sets		1		Graduated sizes, heat resistant, clear.
Oven Baking Equipment				*Note* all baking items should fit dimensions and specifications of toaster oven purchased.
Baking Sheets		3		
Cake Pans		3		
Loaf Pans		3		
Muffin Pans		3		
Pizza Pans		3		12" nonstick
Pie Pans		3		
Casserole Dishes		3		
Cooling Racks		3		Metal
Microwave Sets		1		Variety of pans for microwave cooking. Various shapes and sizes.
Range Top Cooking Equipment				
Sauce Pans		4		Heavy with lids, variety of sized to fit range top.
Skillets		4		Heavy with lids, variety of sized to fit range top.
Small Electrical Equipment				
Blenders		1		12 speed, open at both ends
Can Openers		1		Opens odd shaped and dented cans
Hand Mixers		1		Stainless steel blades
Toasters		1		4 slice, automatic

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Waffle Makers	1			Nonstick, automatic temperature control, removable variety of plates for sandwiches, grilling, pancakes or waffles.
Kitchen Linen Sets				
Aprons	20	25	30	Wash and wear, varying sizes
Dish Cloths	5	5	5	Washable, large
Kitchen Towels	10	10	10	Washable, lint free
Hot Pads	10	10	10	Varying sizes
Pot Holders	10	10	10	Washable, heavy duty, large
Table Appointments				
Dinnerware Sets	1	1	1	Service for 8, for demos not individual student use.
Flatware Sets	1	1	1	Service for 8, for demos not individual student use.

**Career Cluster: Hospitality and Tourism**

Pathway: Lodging

Program of Study: Lodging Management

**STANDARDS FOR NEW PURCHASES** (Effective 2002)

*NOTE: This list does not include basic equipment, presumed to be in an existing FACS department. Additional items from the FACS department will be used to support this program of study. For a list of these required items, refer to the Family and Consumer Sciences Education Equipment List.*

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Combination TV/VCR/DVD or TV and VCR/DVD with cart.	1	1	1	27" TV screen, either wall mounted or portable with cart, cabinet, or stand; 3 speed recording/playback, remote control.
Cassette/CD Rom Player	1	1	1	Recorder/Player
Digital Camera or Video Camera	1	1	1	Multi-function, digital or VCR tape. Case and strap.
Scanner	1	1	1	
Computer Tables	3	4	5	
Computer Chairs	3	4	5	Adjustable
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Demonstration Projector	1	1	1	Multiple settings, stable base, large platform.
Student Computer System	5	6	7	See ACE Technology Standards
Printers	3	3	4	See ACE Technology Standards
Calculator	1	2	3	10 key, multi-function, 2 color tape print out, digital display. Dedicated to Mock Registration Desk.

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specifications/ Descriptions
Office Desk with Chair	1	1	1	Dedicated to Mock Registration, sturdy, professional, desk must lock with storage and room for computer and printer. Chair must be adjustable and on wheels.
Sofa Bed	1	1	1	Full Sleeper, 76"w x 38"d x 35" h or larger, Semi Attached Back, loose cushions, durable fabric.
Commercial Vacuum	1	1	1	Triple filtration system, Automatic carpet height adjustment, built in maid's cart, easy transport, on board storage for attachments and supplies, long 2 wire cable (31 feet).
Commercial Floor Polisher	1	1	1	Brush pad diameter 20", 1.5 hp motor, adjustable handle and aluminum construction, sealed gear chamber, non-marking wall bumper, 50 foot cable.
Commercial Cleaning Set	1 set			
Broom	1			
Dust Pan	1			Large
Carpet Sweeper	1			
Dust Mop	1			Telescoping handle
Lamb's Wool Duster	1			Telescoping handle
Deck Mop	1			
Bucket	1			With downward pressure wringer.
Maids Cart	1			Sturdy, lockable, multiple shelves or cabinet style
Bath Linens Set				1 set per student. A set consists of 2 bath towels, 2 hand towels, and 4 wash cloths.
Bath Towels	30	40	50	
Hand Towels	30	40	50	
Washcloths	60	80	100	
Bed Linens Set				
Flat Sheets	2			
Pillow Cases	2			
Pillows	2			
Storage Cabinet	1	1	1	Locking, sturdy, adjustable shelves, storage for linens and additional items.

# Operational Guide for Skilled and Technical Sciences Education

<b>Summary of Changes</b> <i>(2/10/12)</i>
Moved Drafting and Design to School Improvement Office
Moved Geospatial Technology to School Improvement Office
Moved Computer Engineering to School Improvement Office
Moved the Science, Technology, Engineering, & Math cluster to School Improvement Office
Updated Startup Equipment Lists
Added Sports Medicine program of study
Added Sports Medicine Startup Instructional Equipment and Software List
<b>Summary of Changes</b> <i>(12/22/10)</i>
Pre-Engineering coursework has been moved to the Office of School Improvement
Added 494480/Construction Fundamentals to Core for Construction Technology
Deleted 494450/Bricklaying from Construction Technology
Deleted 494470/Concrete Masonry from Construction Technology
Deleted 494490/Drywall from Construction Technology
Added 495770/Air Force JROTC II to Core for Air Force JROTC
Added 495800/Army JROTC II to Core for Army JROTC
Added 495830 Marine JROTC II to Core for Marine JROTC
Added 495860/Navy JROTC II to Core for Navy JROTC
Added 494420/Operations to Core for Computer Engineering
Added 494870/Furniture Manufacturing II to Core for Furniture Manufacturing
Added 495170/Industrial Equipment Maintenance II to Core for Industrial Equipment Maintenance
Added 495220/Machine Tool II to Core for Machine Tool
Added 495270/Major Appliance Technology II to Core for Major Appliance Technology
Added 495580/Shielded Metal Arc Welding to Core for Welding
Minimum Equipment Lists Updated

## Program Description

Skilled and Technical Sciences are a group of instructional programs that prepare individuals to apply technical knowledge and skills in one or more trade, technical, and/or professional occupations. Students will engage in activities and instruction enabling them to use, create, problem solve, and control various technology resources; people, tools, machines, information, materials, energy, capital, and time.

## Occupational Programs

There are eight career clusters from which students may choose. Specific courses are required for each of the programs of study (pathways); in addition, various options may be selected to complete the required curriculum.

## Skilled and Technical Sciences Career Clusters

- Architecture & Construction
- Government & Public Administration
- Health Science
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Science, Technology, Engineering, & Mathematics
- Transportation, Distribution & Logistics

## Career and Technical Student Organization

The appropriate CTSO (Career and Technical Student Organization), shall be an integral part of each instructional program respectively and shall follow its specific guidelines, goals, and objectives. Students will participate in activities of the Arkansas and its respective national CTSO.

## **Skilled and Technical Sciences Laboratory Safety**

Space and special equipment for the program areas of Skilled and Technical Sciences are varied and unique. Contact with the Skilled and Technical Sciences staff in the Department of Career Education is very important in the planning process. Safety should be of the utmost consideration at all times in planning a facility and locating equipment. Sufficient electrical power should be included to support major pieces of equipment in the lab, including a sufficient number of electrical outlets.

A student wash up area should be provided. Major consideration should be given to proper exhaust and filtration of harmful fumes/dust etc. The laboratory should be zoned and color coded identifying specific work areas and pedestrian walkways. Large open areas for instructional activities should be provided.

Skilled and Technical Sciences programs are based on real world tasks and equipment usage that can sometimes be hazardous; therefore student safety must be of the utmost concern.

Caution must be exercised and enrollment must be limited so that an overcrowded situation does not occur. The specifications for the laboratory areas, please see the website listed at the beginning of the CTE Operational Guide section

## **CLUSTER: ARCHITECTURE & CONSTRUCTION**

### **Construction Technology**

#### **494460 Carpentry**

**Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to lay out, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. This course is based on the NCCER Carpentry Fundamentals 1 Curriculum.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 570 Construction Technology

#### **494480 Construction Fundamentals**

**Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties. This course is based on the NCCER Core Curriculum.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 570 Construction Technology

#### **494500 Electrical**

**Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to install and repair residential electrical systems. This course is based on the NCCER Electrical 1 Curriculum.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 570 Construction Technology

#### **494510 Plumbing**

**Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and piping systems, hot water, heating, cooling, and drainage systems. This course is based on the NCCER Plumbing 1 Curriculum.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 570 Construction Technology

### **HVACR (Heating, Ventilation, Air Conditioning, and Refrigeration)**

#### **495100 HVACR I**

**Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of heating, air conditioning, and refrigeration systems.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 578 HVACR

#### **495110 HVACR II**

**Credit: 2 Grade Levels: 10-12**

This instructional program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of heating, air conditioning, and refrigeration systems.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 578 HVACR

## **CLUSTER: GOVERNMENT & PUBLIC ADMINISTRATION**

### **JROTC (Junior Reserve Officer Training Corps)**

#### **495760 Air Force JROTC I**

**Credit: 1 Grade Levels: 9-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

#### **495770 Air Force JROTC II**

**Credit: 1 Grade Levels: 10-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

#### **495780 Air Force JROTC III**

**Credit: 1 Grade Levels: 11-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

#### **495880 Air Force JROTC IV**

**Credit: 1 Grade Levels: 12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

#### **495790 Army JROTC I**

**Credit: 1 Grade Levels: 9-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

#### **495800 Army JROTC II**

**Credit: 1 Grade Levels: 10-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

#### **495810 Army JROTC III**

**Credit: 1 Grade Levels: 11-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

#### **495890 Army JROTC IV**

**Credit: 1 Grade Levels: 12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

**495820 Marine JROTC I**

**Credit: 1 Grade Levels: 9-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

**495830 Marine JROTC II**

**Credit: 1 Grade Levels: 10-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

**495840 Marine JROTC III**

**Credit: 1 Grade Levels: 11-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

**495900 Marine JROTC IV**

**Credit: 1 Grade Levels: 12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

**495850 Navy JROTC I**

**Credit: 1 Grade Levels: 9-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

**495860 Navy JROTC II**

**Credit: 1 Grade Levels: 10-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

**495870 Navy JROTC III**

**Credit: 1 Grade Levels: 11-12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

**495910 Navy JROTC IV**

**Credit: 1 Grade Levels: 12**

The purpose of JROTC is to instill in students in secondary education institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 612 JROTC

## CLUSTER: HEALTH SCIENCE

### Medical Professions

#### **495370 Abnormal Psychology**

**Credit: .5 Grade Levels: 9-12**

This course provides a basic survey of maladaptive human behavior. Major psychological disorders, their causes, symptom behaviors, cultural influences, and relevant treatment approaches are discussed. Included topics are historical medical background, perspectives of treatment of the mentally ill, fundamental definitions, causes of anxiety disorders, disorders of mood including depression and bipolar disorder, personality disorders, disorders of thought including schizophrenia, substance-related disorders, and domestic violence. Legal, ethical, and social issues relating to the medical professional's role in treating psychological disorders are explored.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

#### **494140 ACE-Approved First Responder**

**Credit: 1 Grade Levels: 9-12**

This course introduces students to emergency medical technician occupational skills. Prior approval must be obtained from the Skilled and Technical Sciences Office before this course is implemented.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

#### **495300 Human Anatomy and Physiology**

**Credit: 1 Grade Levels: 9-12**

This course focuses on anatomical and physiological systems of the body as well as the diseases of those systems.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

#### **495320 Human Behavior and Disorders**

**Credit: .5 Grade Levels: 9-12**

This course focuses on normal behavior and personality, abnormal behavior and personality, and behavior disorders and the therapies used to treat those disorders and abnormalities.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

#### **495340 Introduction to Medical Professions**

**Credit: .5 Grade Levels: 9-12**

This course provides a general overview of the many health-related occupations and the special concerns of the health care worker.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

#### **495380 Introduction to Medical Professions Expanded**

**Credit: .5 Grade Levels: 9-12**

This course is designed as an extension of Introduction to Medical Professions. The course provides students with a general overview of the more crucial content areas of the health science technology education program core courses. Areas covered are medical terminology, medical math, human growth and development, processes of disease, and employability skills needed within the health care industry. This course is recommended for students who will not have the opportunity to take any additional health science technology education courses other than Introduction to Medical Professions.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

#### **405230 Medical Clinical Internship/Specialization**

**Credit: .5 Grade Levels: 11-12**

This is an educational program that offers Specialized Training in a health related field. It may also alternate in-school instruction and supervised on-the-job training activities in health science technology occupations.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495310 Medical Clinical Internship/Specialization****Credit: 1 Grade Levels: 11-12**

This is an educational program that offers Specialized Training in a health related field. It may also alternate in-school instruction and supervised on-the-job training activities in health science technology occupations.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495330 Medical Procedures****Credit: .5 Grade Levels: 9-12**

Medical Procedures is a one-unit course that helps students develop specific and general skills needed by the health science technology professional.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495390 Medical Procedures Expanded****Credit: .5 Grade Levels: 9-12**

This course focuses on the specific skills needed in several different areas of health care. Students are able to build upon the skills gained in the Medical Procedures course. The different areas addressed are dental assisting, laboratory assisting, medical assisting, nurse assisting, physical therapy assisting, and veterinary assisting.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495360 Medical Terminology****Credit: .5 Grade Levels: 9-12**

Medical Terminology is a one-semester course that assists students in developing the language used for communication in the health care profession.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495290 Pathology****Credit: .5 Grade Levels: 9-12**

This course is devoted to the exploration of human pathology. Pathology is the branch of medical science that studies the causes, nature, and effects of diseases. This course of study begins with an introduction to pathology-related terms, predisposing factors of diseases, the relationship between diagnosis and prognosis, and disease treatments. Following the introduction, the course delves into a range of pathology-related topics and their relationships to specific systems of the human body. The topics include signs and symptoms of pathology, the effects of trauma, the effects of age, and characteristics of common diseases.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495280 Pharmacy Technology Fundamentals****Credit: 1 Grade Levels: 9-12**

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495240 Medical Math****Credit: 1 Grade Levels: 9-12**

This course is designed to increase students' ability to identify, solve, and apply mathematical principles involving temperature, weights, and measures used in the health care delivery system.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

## Sports Medicine

### **494050 Foundations of Sports Medicine I**

**Credit: .5 Grade Levels: 9-12**

This course provides students with a general overview of sports medicine and its history from the perspective of the healthcare community that includes injury prevention, treatment, rehabilitation, psychosocial, and administration concerns. Students will gain an understanding of sports medicine and the role it plays in the athletic community.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 625 Sports Medicine

### **494060 Foundations of Sports Medicine II**

**Credit: .5 Grade Levels: 9-12**

This course provides students with a general overview of sports medicine and its history from the perspective of the healthcare community that includes injury prevention, treatment, rehabilitation, psychosocial, and administration concerns. Students will gain an understanding of sports medicine and the role it plays in the athletic community.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 625 Sports Medicine

### **494070 Foundations of Sports Medicine III**

**Credit: .5 Grade Levels: 9-12**

This course provides students with a general overview of sports medicine and its history from the perspective of the healthcare community that includes injury prevention, treatment, rehabilitation, psychosocial, and administration concerns. Students will gain an understanding of sports medicine and the role it plays in the athletic community.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 625 Sports Medicine

### **495300 Human Anatomy and Physiology**

**Credit: 1 Grade Levels: 9-12**

This course focuses on anatomical and physiological systems of the body as well as the diseases of those systems.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

## Health Informatics

### **492120 Computerized Business Applications**

**Credit: 1 Grade Levels: 9-12**

Computerized Business Applications is a two-semester course designed to prepare students with an introduction to business applications that are necessary to live and work in a technological society. Emphasis is given to hardware, concepts, and business uses of applications. The business applications covered are word processing, database, spreadsheet, telecommunications, presentation, and Web page design. This course will also meet the one unit required in the Standards for Computer Applications.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 031 Business Education (Secretarial)  
032 Business Education  
034 Data Processing/Computer Permit  
037 Computer Tech Permit  
225 Business Technology

**492690 Medical Office Procedures****Credit: 1 Grade Levels: 11-12**

Medical Office Procedures is a two-semester course focusing on management and supervision in the Health Informatics office environment. The course covers basic skills in word processing, database, spreadsheet, presentation, desktop publishing, 10-key calculating, record keeping, communicating and transcribing, as well as decision making, critical thinking, teamwork and ethics.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

031	Business Education (Secretarial)
032	Business Education
225	Business Technology
040	Marketing Education
222	Marketing Technology

**495360 Medical Terminology****Credit: .5 Grade Levels: 9-12**

Medical Terminology is a one-semester course that assists students in developing the language used for communication in the health care profession.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495590 Introduction to Health Informatics****Credit: .5 Grade Levels: 9-12**

This course will provide understanding about employability or “soft skills,” to enhance employment opportunities, and job satisfaction. It will also explore history, trends, and careers in Health Informatics, as well as legal, ethical and safety associated issues related to health careers. Basic principles of infection control that are essential for all workers in any healthcare field will be studied.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495600 Case Studies in Health Informatics****Credit: .5 Grade Levels: 11-12**

This course will help guide students in “bridging the gap” between content knowledge and on-the-job performance in actual Health Information Management practice. Students will apply critical thinking skills to real events and situations that occur in the workplace.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**495610 Professional Practice: Health Informatics Internship****Credit: .5 Grade Levels: 11-12**

Internship is a capstone course for all students in programs of study leading to a career goal. Internships rely on well-defined partnerships between high schools, business communities, and post-secondary institutions and apprenticeship programs. The purpose of the program is to help students successfully transition from high school to their chosen career field. Individualized and “real world” experiences that are competency based enhance the internship program.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 611 Medical Professions

**CLUSTER: LAW, PUBLIC SAFETY, CORRECTIONS, & SECURITY****Criminal Justice****494610 Criminal Law****Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to perform the duties of police and public security officers, including witness interviewing, evidence collection and management, and basic crime prevention methods.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 603 Criminal Justice

**494620 Introduction to Criminal Justice****Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control, and public relations.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 603 Criminal Justice

**494630 Law Enforcement I****Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control, and public relations.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 603 Criminal Justice

**494600 Law Enforcement II****Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control, public relations, and witness interviewing.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 603 Criminal Justice

**CLUSTER: MANUFACTURING****Furniture Manufacturing****494850 Furniture Manufacturing I****Credit: 1 Grade Levels: 9-12**

This instructional program introduces basic principles of assembling and finishing wooden furniture.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 581 Furniture/Cabinet Making

**494870 Furniture Manufacturing II****Credit: 2 Grade Levels: 10-12**

Skills and techniques taught in this class will correlate more closely with manufacturing standards as determined by the furniture industry. Each student will assemble and finish a useful furniture piece as a required individual project.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 581 Furniture/Cabinet Making

**494860 Furniture Manufacturing Lab****Credit: 1 Grade Levels: 9-12**

This production-based program is designed to allow for the development of skills and knowledge needed to execute a comprehensive furniture manufacturing product.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 581 Furniture/Cabinet Making

**Industrial Equipment Maintenance****495150 Industrial Equipment Maintenance I****Credit: 1 Grade Levels: 9-12**

The student will be trained to perform a variety of skills to repair, install, fabricate, set up, adjust, and do preventive maintenance to industrial machinery and equipment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 585 Industrial Equipment Maintenance

**495170 Industrial Equipment Maintenance II****Credit: 2 Grade Levels: 10-12**

The student will be trained to perform a variety of skills to repair, install, fabricate, set up, adjust, and do preventive maintenance to industrial machinery and equipment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 585 Industrial Equipment Maintenance

**495160 Industrial Equipment Maintenance Lab****Credit: 1 Grade Levels: 9-12**

This production-based program is designed to allow for the development of skills and knowledge needed to execute comprehensive industrial equipment maintenance.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 585 Industrial Equipment Maintenance

**Machine Tool****495200 Machine Tool I****Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to shape parts on machines, such as lathes, grinders, drill presses, and milling machines from various materials. Programs may also train in the use of individual machine tools.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 587 Machine Tool

**495220 Machine Tool II****Credit: 2 Grade Levels: 10-12**

This instructional program prepares individuals to shape parts on machines, such as lathes, grinders, drill presses, and milling machines from various materials. Programs may also train in the use of individual machine tools.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 587 Machine Tool

**495210 Machine Tool Lab****Credit: 1 Grade Levels: 9-12**

This production-based program is designed to allow for the development of skills and knowledge needed to execute comprehensive machine tool technology.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 587 Machine Tool

**Major Appliance Tech****495250 Major Appliance Technology I****Credit: 1 Grade Levels: 9-12**

This course prepares individuals to engage in the diagnosis and repair of major appliances. Instruction will include units on safety, tools and equipment, fundamentals of electricity, and electric motors.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 588 Major Appliance

**495270 Major Appliance Technology II****Credit: 2 Grade Levels: 10-12**

This course prepares individuals to engage in the diagnosis and repair of major appliances. Instruction will include units on clothes washers, clothes dryers, refrigerators and freezers, dishwashers, and microwave ovens.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 588 Major Appliance

**495260 Major Appliance Technology Lab****Credit: 1 Grade Levels: 9-12**

This production-based program is designed to allow for the development of skills and knowledge needed to execute comprehensive major appliance repair.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 21 units required for graduation: Yes  
 Licensure required to teach this course: 588 Major Appliance

**Welding****495550 Gas Metal Arc Welding****Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to unite or separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of gas metal arc welders.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 21 units required for graduation: Yes  
 Licensure required to teach this course: 597 Welding

**495560 Gas Tungsten Arc Welding****Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to unite or separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of gas tungsten arc welders.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 21 units required for graduation: Yes  
 Licensure required to teach this course: 597 Welding

**495570 Metal Fabrication****Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to unite or separate metal parts by heating, using a variety of techniques and equipment.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 21 units required for graduation: Yes  
 Licensure required to teach this course: 597 Welding

**495580 Shielded Metal Arc Welding****Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to unite or separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of shielded metal arc welders.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the 21 units required for graduation: Yes  
 Licensure required to teach this course: 597 Welding

**Advanced Manufacturing****494940 Introduction to Manufacturing****Credit: 1 Grade Levels: 10-12**

This course is designed to introduce the student to the world of advanced manufacturing and establish a foundation upon which further studies in manufacturing might rest. Students will explore basic manufacturing materials and processes, tools, techniques, and produce some simple products.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
 Does course count in the units required for graduation: Yes  
 Licensure required: 585 Industrial Equipment Maintenance  
 587 Machine Tool

**494950 Design for Manufacturing****Credit: 1 Grade Levels: 10-12**

This course is designed to expand on the introductory manufacturing course and expose the student to basic design concepts, computer skills, and drawing skills used in product and process design within the field of manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in manufacturing.

Does course count in required 38 units and, if yes, how: Yes - Career &amp; Technical

Does course count in the units required for graduation: Yes

Licensure required: 585 Industrial Equipment Maintenance  
587 Machine Tool**494960 Manufacturing Production Processes****Credit: 1 Grade Levels: 10-12**

This course is designed to provide the student with a hands-on learning experience with the basic tools, equipment, and operations of manufacturing industries. The student will also understand the relationship between a manufacturing need, a design, materials, processes, as well as tools and equipment. During this course, the student will utilize many of the basic manufacturing processes to produce primary and secondary materials for manufacturing.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the units required for graduation: Yes

Licensure required: 585 Industrial Equipment Maintenance  
587 Machine Tool**494970 Manufacturing Power & Equipment Systems****Credit: 1 Grade Levels: 10-12**

This course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students will plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems, and control systems.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the units required for graduation: Yes

Licensure required: 585 Industrial Equipment Maintenance  
587 Machine Tool**CLUSTER: TRANSPORTATION, DISTRIBUTION & LOGISTICS****Automotive Collision Repair****494300 Nonstructural Analysis/Repair****Credit: 1 Grade Levels: 9-12**

This course concentrates on analysis and repair of the nonstructural components as they pertain to collision repair.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 567 Automotive Collision Repair

**494310 Painting/Refinishing****Credit: 1 Grade Levels: 9-12**

This course concentrates on painting and refinishing as they pertain to collision repair. The course includes causes and correction of finish defects.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 567 Automotive Collision Repair

**494320 Structural Analysis/Repair****Credit: 1 Grade Levels: 10-12**

This course concentrates on analysis and repair of the structural components as they pertain to collision repair.

Does course count in required 38 units and, if yes, how: Yes Career &amp; Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 567 Automotive Collision Repair

## Automotive Service Technology

### 494180 Brakes

**Credit: 1 Grade Levels: 9-12**

This course prepares individuals to engage in the diagnosis and repair of brakes. Instruction will include units on hydraulic system diagnosis and repair, drum brake diagnosis and repair, and disc brake diagnosis and repair.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 568 Automotive Service Technology

### 494190 Electrical Systems

**Credit: 1 Grade Levels: 9-12**

This course prepares individuals to engage in the diagnosis and repair of electrical/electronic systems. Instruction will include units on general electrical system diagnosis and service.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 568 Automotive Service Technology

### 494200 Engine Performance

**Credit: 1 Grade Levels: 9-12**

This course prepares individuals to engage in the diagnosis and repair of engine performance. Instruction will include units on general engine diagnosis and computerized engine controls diagnosis and repair.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 568 Automotive Service Technology

### 494210 Suspension & Steering

**Credit: 1 Grade Levels: 9-12**

This course prepares individuals to engage in the diagnosis and repair of suspension and steering. Instruction will include units on steering systems diagnosis and repair; suspension systems diagnosis and repair; wheel alignment diagnosis, adjustment, and repair; and wheel and tire diagnosis and repair.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 568 Automotive Service Technology

## Aviation Mechanics

### 494250 Aviation Mechanics I (A&P)

**Credit: 2 Grade Levels: 9-12**

This program will include instruction on the general core curriculum required by the Federal Aviation Administration.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 569 Aviation Mechanics

### 494260 Aviation Mechanics II (A&P)

**Credit: 2 Grade Levels: 10-12**

This program will include instruction on the general core curriculum required by the Federal Aviation Administration (FAA). This course will prepare students for the Air Frame and Power Plant School certified by the FAA.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 569 Aviation Mechanics

## Diesel Mechanics

### 494650 Diesel Mechanics I

**Credit: 2 Grade Levels: 9-12**

This instructional program prepares individuals to diagnose and repair diesel equipment in on-road and off-road vehicles and machinery.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 574 Diesel Mechanics

**494660 Diesel Mechanics II**  
**Credit: 2 Grade Levels: 10-12**

This instructional program prepares individuals to diagnose and repair diesel equipment in on-road and off-road vehicles and machinery. Advanced on-the-job training may be included.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
Does course count in the 21 units required for graduation: Yes  
Licensure required to teach this course: 574 Diesel Mechanics

**Power Equipment Technology**

**495400 Power Equipment Technology I**  
**Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to repair, service, and maintain small internal-combustion engines used on portable equipment, such as lawnmowers, chain saws, and rotary tillers.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
Does course count in the 21 units required for graduation: Yes  
Licensure required to teach this course: 593 Power Equipment Technology

**495420 Power Equipment Technology II**  
**Credit: 2 Grade Levels: 10-12**

This instructional program prepares individuals to apply technical knowledge and skills to repair, service, and maintain small internal-combustion engines used on portable equipment, such as lawnmowers, chain saws, and rotary tillers.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
Does course count in the 21 units required for graduation: Yes  
Licensure required to teach this course: 593 Power Equipment Technology

**495410 Power Equipment Technology Lab**  
**Credit: 1 Grade Levels: 9-12**

This production-based program is designed to allow for the development of skills and knowledge needed to execute comprehensive power equipment repair.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
Does course count in the 21 units required for graduation: Yes  
Licensure required to teach this course: 593 Power Equipment Technology

**MISCELLANEOUS COURSES**

**690040 Driver's Education**  
**Credit: .5 Grade Levels: 9-12**

Please contact the ACE office at 501-682-1040 with questions regarding this program.

Does course count in required 38 units and, if yes, how: No  
Does course count in the 21 units required for graduation: No  
Licensure required to teach this course: 210 Driver Education  
417 Driver Education

**495180 Dry Cleaning I**  
**Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to enter into the dry cleaning profession.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
Does course count in the 21 units required for graduation: Yes  
Licensure required to teach this course: 576 Dry-clean/Laundry

**495190 Dry Cleaning II**  
**Credit: 1 Grade Levels: 9-12**

This instructional program prepares individuals to apply technical knowledge and skills to enter into the dry cleaning profession.

Does course count in required 38 units and, if yes, how: Yes Career & Technical  
Does course count in the 21 units required for graduation: Yes  
Licensure required to teach this course: 576 Dry-clean/Laundry

## Skilled and Technical Sciences (non-program specific)

### **590010 Cashier/Checker**

**Credit: .5 Grade Levels: 9-12**

This course prepares individuals to apply technical knowledge and skills to become cashiers or checkers.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 600 Cashier/checker Instruction

### **590110 ACE-Approved Career & Technical Education**

**Credit: .5 Grade Levels: 9-12**

This is a specialized CTE course for which the district must submit a framework and receive approval to teach. District must have a letter on file to use this course code.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: Any Skilled and Technical Sciences Permit

### **590090 ACE-Approved Skilled and Technical Sciences Course**

**Credit: 1 Grade Levels: 9-12**

This course code is for districts that submit a framework for an approved Skilled and Technical Sciences course for which frameworks do not exist. This course will not meet any requirement in the 38 units required to be offered, but it may count toward the six career focus units required for graduation.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: Any Skilled and Technical Sciences Permit

### **590100 ACE-Approved Skilled and Technical Sciences Lab**

**Credit: 1 Grade Levels: 9-12**

This course is an extension of an existing career and technical program of study – to allow students more time for hands-on application of the approved framework/curriculum. This course will not count in the 38 units required to be taught, but it will count in the six units for a career focus.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: Any Skilled and Technical Sciences Permit

### **590040 Industrial Technology Education**

**Credit: 1 Grade Levels: 9-12**

Industrial Technology Education is a program of instruction designed to prepare high school students to comprehend a technological society. Students will engage in activities enabling them to use, control, and create various technology resources.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course:

010	Agriculture
100	Industrial Arts I
102	Industrial Arts II
211	Industrial Technology Education
212	Industrial Technology Education
579	Exploring Industrial Technology

## Youth Apprenticeship

### **493950 Youth Apprenticeship**

**Credit: 1 Grade Levels: 11-12**

This course code is for recognized and approved youth apprenticeship programs. Prior approval by the Department of Career Education is required.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: Any

## Middle School Courses

### **399200 ACE-Approved Career & Technical Education**

**Credit: 1 Grade Levels: 7-8**

This is a specialized CTE course for which the district must submit a framework and receive approval to teach.

District must have a letter on file to use this course code.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course: Any Skilled and Technical Sciences Permit

## Pathways and Programs of Study by Career Cluster

### Architecture and Construction Cluster

Designing, planning, managing, building, and maintaining physical structures and the larger built environment, including roadways and bridges and industrial, commercial, and residential facilities and buildings

#### Construction Pathway

Construction Technology Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494460	Carpentry	1			X	X	X	X
494480	Construction Fundamentals	1			X	X	X	X

#### Construction Pathway

HVACR Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495100	HVACR I	1			X	X	X	X
495110	HVACR II	2				X	X	X

### Government and Public Administration Cluster

Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels

#### National Security Pathway

JROTC Programs of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495760	Air Force JROTC I	1			X	X	X	X
495770	Air Force JROTC II	1				X	X	X
495790	Army JROTC I	1			X	X	X	X
495800	Army JROTC II	1				X	X	X
495820	Marine JROTC I	1			X	X	X	X
495830	Marine JROTC II	1				X	X	X
495850	Navy JROTC I	1			X	X	X	X
495860	Navy JROTC II	1				X	X	X

## Health Science Cluster

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development

### Therapeutic Services Pathway

Health Science Technology Education Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495300	Human Anatomy & Physiology	1				X	X	X
495340	Introduction to Medical Professions	.5			X	X	X	X

### Therapeutic Services Pathway

Sports Medicine Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495300	Human Anatomy & Physiology	1				X	X	X
494050	Foundations to Sports Medicine I	.5			X	X	X	X
494060	Foundations to Sports Medicine II	.5			X	X	X	X
494070	Foundations to Sports Medicine III	1				X	X	X

### Health Informatics Pathway

Health Informatics Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
492120	Computer Business Applications	1			X	X	X	X
492690	Medical Office Management	1				X	X	X
495360	Medical Terminology	.5			X	X	X	X
495590	Introduction to Health Informatics	.5			X	X	X	X

## Law, Public Safety, Corrections and Security Cluster

Planning, managing, and providing judicial, legal, and protective services, including professional and technical support services in the fire protection and criminal justice systems

### Law Enforcement Services Pathway

Criminal Justice Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494620	Introduction to Criminal Justice	1			X	X	X	X
494630	Law Enforcement I	1			X	X	X	X

## Manufacturing Cluster

Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities, such as production planning and control, maintenance, and manufacturing/process engineering

### Production Pathway

Advanced Manufacturing Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494940	Introduction to Manufacturing	1			X	X	X	X
494950	Design for Manufacturing	1			X	X	X	X

### Production Pathway

Furniture Manufacturing Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494850	Furniture Manufacturing I	1			X	X	X	X
494870	Furniture Manufacturing II	2				X	X	X

### Maintenance, Installation, and Repair Pathway

Industrial Equipment Maintenance Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495150	Industrial Equipment Maintenance I	1			X	X	X	X
495170	Industrial Equipment Maintenance II	2				X	X	X

### Production Pathway

Machine Tool Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495200	Machine Tool I	1			X	X	X	X
495220	Machine Tool II	2				X	X	X

### Maintenance, Installation, and Repair Pathway

Major Appliance Technology Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495250	Major Appliance Technology I	1			X	X	X	X
495270	Major Appliance Technology II	2				X	X	X

**Production Pathway**

Welding Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495570	Metal Fabrication	1			X	X	X	X
495580	Shielded Metal Arc Welding	1			X	X	X	X

**Transportation, Distribution, and Logistics Cluster**

Planning, managing, and moving of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services, such as transportation infrastructure planning and management, logistic services, and mobile equipment and facility maintenance

**Facility and Mobile Equipment Maintenance Pathway**

Automotive Collision Repair Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494310	Painting & Refinishing	1			X	X	X	X
494320	Structural Analysis/Damage Repair	1				X	X	X

**Facility and Mobile Equipment Maintenance Pathway**

Automotive Service Technology Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494190	Electrical Systems	1			X	X	X	X
494180	Brakes	1			X	X	X	X

**Facility and Mobile Equipment Maintenance Pathway**

Aviation Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494250	Aviation Mechanics I (A&P)	2			X	X	X	X

**Facility and Mobile Equipment Maintenance Pathway**

Diesel Mechanics Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
494650	Diesel Mechanics I	2			X	X	X	X

**Facility and Mobile Equipment Maintenance Pathway**  
Power Equipment Technology Program of Study

Course Code	Core Requirements	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495400	Power Equipment Technology I	1			X	X	X	X
495420	Power Equipment Technology II	2				X	X	X

**SKILLED AND TECHNICAL SCIENCES COURSES:**

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495370	Abnormal Psychology	.5			X	X	X	X
495760	Air Force JROTC I	1			X	X	X	X
495770	Air Force JROTC II	1				X	X	X
495780	Air Force JROTC III	1					X	X
495880	Air Force JROTC IV	1						X
495790	Army JROTC I	1			X	X	X	X
495800	Army JROTC II	1				X	X	X
495810	Army JROTC III	1					X	X
495890	Army JROTC IV	1						X
494250	Aviation Mechanics I (A&P)	2			X	X	X	X
494260	Aviation Mechanics II (A&P)	2				X	X	X
494180	Brakes	1			X	X	X	X
494460	Carpentry	1			X	X	X	X
495600	Case Studies in Health Informatics	.5					X	X
494480	Construction Fundamentals	1			X	X	X	X
494610	Criminal Law	1			X	X	X	X
494950	Design for Manufacturing	1			X	X	X	X
494650	Diesel Mechanics I	2			X	X	X	X
494660	Diesel Mechanics II	2				X	X	X
494500	Electrical	1			X	X	X	X
494190	Electrical Systems	1			X	X	X	X
494200	Engine Performance	1			X	X	X	X
494050	Foundations of Sports Medicine I	.5			X	X	X	X
494060	Foundations of Sports Medicine II	.5			X	X	X	X
494070	Foundations of Sports Medicine III	1				X	X	X
494850	Furniture Manufacturing I	1			X	X	X	X
494870	Furniture Manufacturing II	2				X	X	X
494860	Furniture Manufacturing Lab	1			X	X	X	X
495550	Gas Metal Arc Welding	1			X	X	X	X
495560	Gas Tungsten Arc Welding	1			X	X	X	X
495300	Human Anatomy & Physiology	1				X	X	X
495320	Human Behavior & Disorders	.5			X	X	X	X
495100	HVACR I	1			X	X	X	X
495110	HVACR II	2				X	X	X
495150	Industrial Equipment Maintenance I	1			X	X	X	X

Course Code	Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
495170	Industrial Equipment Maintenance II	2				X	X	X
495160	Industrial Equipment Maintenance Lab	1			X	X	X	X
494620	Introduction to Criminal Justice	1			X	X	X	X
494940	Introduction to Manufacturing	1			X	X	X	X
495340	Introduction to Medical Professions	.5			X	X	X	X
495380	Introduction to Medical Professions Expanded	.5			X	X	X	X
494630	Law Enforcement I	1			X	X	X	X
494600	Law Enforcement II	1			X	X	X	X
495200	Machine Tool I	1			X	X	X	X
495220	Machine Tool II	2				X	X	X
495210	Machine Tool Lab	1			X	X	X	X
495250	Major Appliance Technology I	1			X	X	X	X
495270	Major Appliance Technology II	2				X	X	X
495260	Major Appliance Technology Lab	1			X	X	X	X
494970	Manufacturing Power and Equipment Systems	1			X	X	X	X
494960	Manufacturing Production Process	1			X	X	X	X
495820	Marine JROTC I	1			X	X	X	X
495830	Marine JROTC II	1				X	X	X
495840	Marine JROTC III	1					X	X
495900	Marine JROTC IV	1						X
495230	Medical Clinical Internship/Specialization	.5					X	X
495310	Medical Clinical Internship/Specialization	1					X	X
495240	Medical Math	1					X	X
492690	Medical Office Management	1				X	X	X
495330	Medical Procedures	.5			X	X	X	X
495390	Medical Procedures Expanded	.5			X	X	X	X
495360	Medical Terminology	.5			X	X	X	X
495570	Metal Fabrication	1			X	X	X	X
495850	Navy JROTC I	1			X	X	X	X
495860	Navy JROTC II	1				X	X	X
495870	Navy JROTC III	1					X	X
495910	Navy JROTC IV	1						X
494300	Nonstructural Analysis/Repair	1			X	X	X	X
494310	Painting/Refinishing	1			X	X	X	X
495290	Pathology	.5			X	X	X	X
495280	Pharmacy Technology Fundamentals	1					X	X
494510	Plumbing	1			X	X	X	X
495610	Professional Practice: Health Informatics Internship	.5					X	X
495400	Power Equipment Technology I	1			X	X	X	X
495420	Power Equipment Technology II	2				X	X	X
495410	Power Equipment Technology Lab	1			X	X	X	X
495580	Shielded Metal Arc Welding	1			X	X	X	X
494320	Structural Analysis/Repair	1				X	X	X
494210	Suspension & Steering	1			X	X	X	X

Course Code	Special Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Seek ACE prior approval before implementation</b>								
590110	Career & Technical Education	.5			X	X	X	X
494140	First Responder	1			X	X	X	X
590090	Skilled and Technical Sciences Course	1			X	X	X	X
590100	Skilled and Technical Sciences Lab	1			X	X	X	X

Course Code	Non-program Specific Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
590010	Cashier Checker	.5			X	X	X	X
590040	Industrial Technology Ed	1			X	X	X	X

Course Code	Other Miscellaneous Courses	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
690040	Driver Education	.5			X	X	X	X
495180	Dry Cleaning I	1			X	X	X	X
495190	Dry Cleaning II	2			X	X	X	X

## SKILLED AND TECHNICAL SCIENCES EDUCATION

### STARTUP INSTRUCTIONAL EQUIPMENT AND SOFTWARE

**Cluster: Transportation, Distribution, and Logistics**

Pathway: Facility and Mobile Equipment Maintenance

Program of Study: Automotive Collision

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	2	3	4	See ACE Technology Standards
Student Printer	1	1	1	See ACE Technology Standards
Vehicle collision service information system	1	1	1	Online service preferred
Air chisel set	2	2	2	Assorted chisel types
Air compressor	2	2	2	5 hp, 2 stage, w/80 gal. tank each or a total of 160 gal. or greater capacity
Air drill	1	1	1	3/8" drive
Air file	2	4	5	Orbital or straight line
Air hammer	2	2	2	

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Air nibbler	1	1	2	1/2 hp
Air ratchet	1	1	2	3/8" drive
Air regulators	10	10	10	Including water and/or oil extractors
Battery charger/boost starter	1	1	1	Heavy-duty
Body straightening equipment	1	1	1	Bench/rack or floor-mounted system w/multiple pull capability
Chisels & punches	2 sets	2 sets	2 sets	Assorted
Come-along	2	2	2	2-ton minimum
Dolly set	3	4	5	Assorted
Files	3	4	5	Assorted
Grinder, bench	1	1	1	1 hp or larger
Grinder, body	3	4	5	7", air or electric
Jack stands, dolly	4 pair	4 pair	4 pair	2-ton minimum
Jack, body & fender	1	1	1	4-ton minimum, w/attachments
Jack, body & fender	1	1	1	10-ton minimum, w/attachments
Jack, floor	2	2	2	2-ton minimum
Masking machines	2	2	2	
Multimeter	2	4	6	Digital
Vehicle paint booth	1	1	1	OSHA-approved
Paint dryer, infrared	1	1	1	
Paint gun	2	2	2	Detail
Paint gun	2	2	2	Color
Paint gun	2	2	2	Primer
Pliers set, vise grip	6 sets	8 sets	10 sets	
Polisher	1	2	3	Air or electric
Sandblaster	1	1	1	
Sander	6	8	10	Pneumatic, dual-action, 6", rotary, random orbital
Snips, sheet metal	1 set	2 sets	3 sets	Aviation & standard
Socket set	1	2	3	Impact, 1/2" drive, standard & metric
Socket set	1	2	3	1/2" drive, standard & metric
Socket set	1	2	3	1/4" drive, standard & metric
Tap & die set	1	1	1	Standard & metric
Torch, plasma cutting	1	1	1	
Tram & centerline datum gauges	1	1	1	
Welder, MIG	2	2	2	
Welder, Oxyacetylene	2	2	2	Welding, cutting, & brazing capability
Workbenches	3	4	5	Steel, 60" x 30"
Wrench set, combination	2 sets	2 sets	3 sets	5/16"-1 1/16", standard & metric
Wrench, air impact	2	2	3	1/2" drive

**Cluster: Transportation, Distribution, and Logistics**

Pathway: Facility and Mobile Equipment Maintenance

Program of Study: Automotive Service Technology

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	4	6	8	See ACE Technology Standards
Student Printer	1	1	1	See ACE Technology Standards
Vehicle service information system	1	1	1	Online service preferred
<b>HAND TOOLS</b>				
Pliers set	3	4	5	Combination 6", needle nose 6", hose clamp, side cutters, locking jaw, slip joint (water pump)
Pry bar	3	4	5	Rolling head, straight
Punch set	3	4	5	Pin – 5/16", ¼", 3/16", & 1/8"; taper – 5/8", ½", & 3/8"; center; brass drift
Screwdriver set	3	4	5	Flat tip stubby – 6", 9", 12", offset
Screwdriver set	3	4	5	Phillips: stubby – #1 & #2; 6" – #1 & #2; 12" --#3; offset – #2
Screwdriver set				Posidrive: #1, #2, #3, #4
Screwdriver/bit set	3	4	5	Impact driver set torx: T-8, T-10, T-15, T-20, T-25, T-27, T-30, T-40, T-50, T-55
Screwdriver/bit set	1	1	2	Inverted TORX
Screwdriver/bit set	1	1	2	Tamperproof TORX
Socket set	3	4	5	½" drive; 7/16"-1 1/8" U.S. standard & deep socket; 10 mm-25 mm standard & deep socket; extensions (3", 6", 12"); flex handle; ratchets
Socket set	3	4	5	¼" drive; ¼"-½" standard & deep socket; 6 mm-12 mm standard & deep socket; flex/univ. joint; ratchet; extensions (3", 6")
Socket set	3	4	5	3/8" drive 5/16"-3/4" standard (6 pt.); 3/8"-3/4" deep socket (6 pt.); 9 mm-19 mm standard & deep socket; extensions (3", 6", 12", 18"); flexhead ratchet; universal joint, ratchet; speed handle; 5/8" & 13/16" spark plug sockets; 3/8"-3/4" flex socket set; 9 mm-19 mm flex socket set
Socket set, impact	2	3	3	½" drive, 12 mm-32 mm

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Socket set, impact	2	3	3	½" drive, 7/16"-1 1/8"
Socket set, impact	1	2	2	3/8" drive, standard & metric
Wrench set, combination	2	2	2	1/4"-1", 7 mm-19 mm
Wrench set, crowfoot	1	1	1	Standard & metric
Wrench set, flare nut	1	1	1	3/8"-3/4"(tubing), 10 mm-17 mm
Wrench, impact	2	3	3	1/2" drive
Wrench, impact	2	3	3	3/8" drive
Wrench, torque	2	2	3	3/8" drive, 10-250 lb.in. 3/8" drive, 5-75 lb.ft. 1/2" drive, 50-250 lb.ft.
Torque angle meter	1	1	1	
<b>GENERAL LABORATORY EQUIPMENT</b>				
Air chisel & bit set	1	1	1	Including adapters & various bits
Air compressor	1	1	1	5-10 hp, 100 gal.
Air delivery system	1	1	1	W/pressure regulator & piping system, minimum 2 air outlets per work area in lab
Air drier	1	1	1	
Air ratchet	3	3	3	3/8" drive
Micrometer set	1	1	1	Outside type: 0-1", 1"-2", 2"-3", 3"-4", 4"-5"
Micrometer, depth	1	1	1	
Caliper set, vernier	1	2	2	0"-6", 0 mm-125 mm
Charger, battery	1	2	2	40 amp, 12 v
Cleaning tank, parts	1	1	1	Non-solvent based cleanser suggested
Compression tester	2	3	3	
Coolant/combustion gas detector	1	1	1	
Cooling system pressure tester	2	2	2	Including adapters
CV joint service tool set	1	1	1	Including boot installation tool & boot clamping pliers or crimping ring
Cylinder leakage tester	2	3	3	
Dial indicator set	1	2	3	Including flex arm & clamp base
Dispenser, gear lube	1	1	1	
Drill bit set	1	2	2	Twist drill, 1/64"-1/2", high speed
Drill, electric	1	1	1	1/2", variable speed, reversible
Drill, electric	1	1	1	3/8", variable speed, reversible
Grinder, bench or pedestal	1	1	1	6" diameter wheel
Vehicle Lift	2	2	2	Swing arm, frame contact
Vehicle safety stands	2	2	2	For under vehicle support when raised on a lift
Stands, jack	4 pair	4 pair	4 pair	5-ton, 4-leg, safety stands
Jack, floor	2	2	2	Hydraulic, 2-ton minimum
Pliers set, snap ring	2	2	2	Internal & external
Press, hydraulic	1	1	1	25-ton, w/adapters (piston pin press & adapters)
Puller, gear	1	2	2	2-Jaw, 3-Jaw

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Recovery system, engine coolant	1	1	1	Recycler or coolant disposal contract services
Tap & die set	1	1	1	Standard & metric
Thread repair insert kit	1	1	1	
Vise, bench	4	5	6	Fitted to steel workbenches
Waste oil receptacle	1	1	1	Extension neck & funnel
Vehicle exhaust removal system	1	1	1	
Welder, portable	1	1	1	Oxyacetylene unit (complete welding outfit w/cutting torch attachments, bottles, & cylinder truck)
Workbench, steel	4	5	6	30" x 72", all worktables and workbenches are to be metal
<b>SPECIALTY AREA EQUIPMENT</b>				
<p>The "specialty area equipment" section covers the <u>additional</u> equipment an automotive laboratory should have for training in the specialty area. Some of the tools and equipment may be the same as for other specialty areas. Because the equipment is specialized, and to provide quality instruction, the equipment must be available in the laboratory. The quantity listed allows equipment to be used in more than one specialty area.</p>				
<b>SUSPENSION AND STEERING</b>				
Wheel alignment equipment	1	1	1	4-wheel w/rack, including alignment adjusting tools
Tire mounting machine	1	1	1	Rim clamp suggested
Wheel balancer	1	1	1	
Ball joint press with adapters	1	1	1	
Chassis lubricator system	1	1	1	
Compressor, spring/strut	1	1	1	
Socket wrench, drag link	3	4	5	
Power steering pulley removal and installation tool kit	1	1	1	
<b>BRAKES</b>				
Asbestos contamination removal system	1	1	1	OSHA-approved
Bleeder, brake	2	2	2	Pressure/Vacuum
Lathe, brake	1	1	1	Mobile or stationary, including disk & drum service attachments
Micrometer, brake rotor	1	2	2	Standard and Metric
Micrometer, brake drum	1	2	2	Standard and Metric
Tubing bender	1	2	2	
Tubing cutter & flaring set	1	2	3	ISO rated/double flare
<b>ENGINE PERFORMANCE</b>				
Computer scan tool	2	3	3	Hand-held or PC w/interface capability for onboard diagnostics (OBD II compliant)
Analyzer, engine	1	1	1	Including scope (lab scope w/ignition display capability acceptable)
Analyzer, exhaust gas	1	1	1	4 or 5 gas
Cleaner, fuel injection	1	1	1	
Gauge set, fuel injection pressure	1	1	2	W/adapters

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Light, timing advance	1	1	1	
Pyrometer	1	1	1	
Scope, lab	1	1	2	Dual trace
Tester, cylinder leakage	2	3	3	
Tester, injector pulse	1	1	1	
<b>ELECTRICAL/ELECTRONIC SYSTEMS</b>				
Multimeter, digital	8	10	12	AC/DC, volts, ohms & amps, w/various lead sets
Pick tool set, connector	1	1	2	
System tester, battery/starter/charging	1	2	2	
Electronic battery tester	1	1	1	
Probe, logic	1	2	3	

**Cluster: Transportation, Distribution, and Logistics**

Pathway: Facility and Mobile Equipment Maintenance

Program of Study: Aviation

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Vacuum/pressure pump	1	1	1	
Aerodynamics demonstrator	1	1	1	
Student Computer System	4	5	6	See ACE Technology Standards
Student Printer	1	1	1	
Multimeter	5	7	10	Digital
Electrical circuit trainer	1	1	1	
Drawing table	1	2	3	
Parallel bar	1	2	3	
Airframe mockup	1	1	1	
Scale	1	1	1	Including adapters & weights
Tool set, aircraft machine	1	1	1	
Wrench set, aircraft box	1	2	3	Metric, 0° offset, 12 pt., 6 mm-24 mm
Wrench set, aircraft box	1	2	3	Inches, 15° offset, 12 pt., ¼"-7/8"
Wrench set, aircraft box	1	2	3	Metric, 15° offset, 12 pt., 8 mm-20 mm
Drill bit set, aircraft	1	1	1	Aircraft length, 135° split pt., 1/8"-1/2"
Socket set, deep	1	1	1	Inches, ½" drive, ½"-15/16"
Socket set, shallow	1	2	3	Inches, ½" drive, ½"-15/16"

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Socket set, shallow	1	2	3	Metric, ½" drive, 8 mm-20 mm
Mandrel set, tubing	1	2	3	
Tool set, flaring	1	1	1	
Pump, test	1	1	1	
Battery, aircraft	4	4	4	
Battery charging system	1	1	1	Aircraft
Tug, aircraft	1	1	1	Aircraft towing vehicle
Aircraft	1	1	1	Aircraft w/taxi capability

**Cluster: Architecture and Construction**

Pathway: Construction

Program of Study: Construction Technology

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	4	6	8	See ACE Technology Standards
Student Printer	1	1	1	See ACE Technology Standards
Air compressor	1	1	1	Portable, 2 hp, 30 gal., 110 v
Air compressor	1	1	1	Stationary, 5 hp, 220 v, 60 gal.
Airless paint sprayer	1	1	1	1 pt. or 1 qt. capacity, 110 v
Airless paint sprayer	1	1	1	5 gal. capacity, 110 v
Bench, work	6	7	8	36" x 48", 2 1/4" hardwood tops
Drill bit set	1	1	1	Wood, 1/4"-1"
Drill press	1	1	1	15", 1/2", 1/2 hp, 110 v, single-phase
Drill, cordless	1	2	3	Electric, 3/8", w/charger, pistol grip, heavy-duty, 2-speed, forward & reverse
Eyewash station	1	1	1	
Grinder, bench	1	1	1	6", 1/3 hp, 110 v, single-phase, 2-wheel
Ladder, extension	1	1	1	12'24', aluminum
Ladder, step	1	1	1	10', heavy-duty, aluminum
Ladder, step	2	2	2	6', heavy-duty, fiberglass
Nail gun, pneumatic	1	1	1	Box/common
Nail gun, pneumatic	1	2	3	Finish
Pop-rivet gun	1	1	1	Pneumatic
Router	1	2	3	1 1/2 hp, 22,000 rpm, 110 v
Router guide	1	1	1	For cabinet doors
Router, plastic laminate	1	1	1	Trimmer

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Sander, belt	1	2	3	3" x 21", 110 v
Sander, belt/disk	1	1	1	Bench or pedestal type, 6" x 48" belt, 110 v
Sander, vibrating	2	4	6	Heavy-duty, 110 v
Saw, band	1	1	1	15", 3/4 hp, 110/220 v, single-phase
Saw, circular	2	2	3	7 1/4"
Saw, compound miter	1	1	2	1 1/2 hp, 5,000 rpm, 110 v
Saw, panel or equivalent	1	1	1	Panel saw or equivalent guide table for table saw
Saw, saber	1	2	3	1" stroke, 110 v
Saw, scroll	1	1	1	15", 110 v
Saw, table	1	2	2	10" heavy-duty, tilt arbor, 3 hp, 110/220 v, single-phase
Saw, table	1	1	1	Contractor's, 10" tilt arbor, 1 1/2 hp, 110/220 v, single-phase
Scaffolding section	1	1	1	8' height, low level, steel mason's
Scaffolding section	2	2	2	Steel or aluminum, collapsing
Screwdriver, cordless	2	4	6	W/charger
Screw gun	2	2	2	Drywall type
Stapler, pneumatic	1	2	2	1 1/4"-1 1/2"
Stapler, pneumatic	1	2	2	1/4"-5/8"
Transit & tripod	1	1	1	Builder's
Transit & tripod	1	1	1	Laser
Vacuum cleaner, shop	1	2	3	5 gal., 110 v, wet/dry
Body harness (fall protection)	1	1	2	(Standard OSHA approved harness for working above ground)

**Cluster: Law, Public Safety, Corrections, and Security**

Pathway: Law Enforcement Service

Program of Study: Criminal Justice

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	4	6	8	See ACE Technology Standards
Student Printer	1	1	1	See ACE Technology Standards
Belt, patrolman's	4	6	8	Nylon; including patrolman's flashlight, handcuffs, & red non-fiction plastic gun & carrier for each; carrier for walkie-talkie
Cabinet, storage	2	2	2	Locking, 36" W x 24" D x 72" H

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Camcorder, digital	2	2	2	Still photo capability, digital zoom, time/date generator, (standard accessories – battery holder, battery, tripod base, microphone, viewfinder, carrying case)
Camcorder tripod	1	2	2	2'-5' collapsing, w/extension legs
Camera lens kit	1	1	1	Lens kit for digital camera, wide-angle & close-up lens attachments
Camera, digital	1	2	3	Resolution 3.0+ megapixels, computer interface or dock, 6x zoom, 8 Mb internal memory, rechargeable battery & charger
Casting kit	1	2	2	
Computer scanner	1	1	1	
Fingerprint kit	1	1	1	Master
Metal detector	1	1	1	Hand-held
Microscope	1	1	1	Computer interface, magnification 100x-300x,
Patrol car	1	1	1	Retired police cruiser or documented access to same
Photo editing software	4	6	8	Photoshop, Photo Editor, or equal; digital imaging & editing
Walkie-talkie	4	6	8	Police, channel selector, w/shoulder microphone

**Cluster: Manufacturing**

Pathway: Production

Program of Study: Furniture Manufacturing

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Air compressor	1	1	1	Portable, 2 hp, 110 v, 30 gal.
Air compressor	1	1	1	Stationary, 5 hp, 60 gal., 220 v
Biscuit joiner	1	1	1	Hand-held or table model, 110 v
Drill bit set	2	3	4	Wood, 1/4"-1"
Drill press	1	2	2	15", 1/2", 1/2 hp, 110 v, single-phase
Drill, electric	3	4	5	Cordless, 3/8", pistol grip, heavy-duty, 2-duty, 2-speed, forward & reverse, 110 v, w/charger
Eyewash station	1	1	1	
Guide, router	2	2	2	For cabinet doors

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Jointer	1	1	1	8", 3/4 hp, 110/220 v, single-phase
Ladder, step	1	2	2	6', heavy-duty, fiberglass
Ladder, step	1	2	2	8', heavy-duty, fiberglass
Nail gun, finish	2	3	4	Pneumatic
Spray gun, airless	2	2	2	1 pt. or 1 qt. capacity, 110 v
Router	2	3	4	1 1/2 hp, 22,000 rpm, 110 v, heavy-duty
Router, plastic laminate	2	2	2	110 v, trimmer
Sander, belt	1	1	2	3" x 21", electric, 110 v
Sander, belt/disk	1	1	2	Bench or pedestal, 6" x 48" belt, 8" disk, 110 v
Sander, vibrating	4	6	8	Heavy-duty, 110 v
Saw, band	1	1	1	15", 3/4 hp, 110/220 v, single-phase
Saw, compound miter	1	2	2	1 1/2 hp, 5,000 rpm, 110 v
Saw, panel or equivalent	1	1	1	Panel saw or equivalent guide table for table saw
Saw, saber	2	2	2	1" stroke, 110 v
Saw, scroll	1	2	2	15", 110 v
Saw, table	2	2	2	10" heavy-duty, tilt arbor, 3 hp, 110/220 v, single-phase
Shaper w/bit set	1	1	1	110/220 v, single-phase
Stapler, pneumatic	2	3	4	1 1/4" staples
Stapler, pneumatic	2	3	4	1/4"-5/8" staples
Table, glue clamping	1	1	1	48" length
Workbench	6	10	12	36" x 48", 2 1/4" hardwood tops

**Cluster: Architecture and Construction**

Pathway: Construction

Program of Study: HVACR

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Air acetylene torch	2	2	2	
Air compressor	1	1	1	5 hp, 60 gal.
Amp & voltage recorder	2	2	2	Digital
Bench, work	2	2	2	Electrical, 4-15 A outlets w/circuit breaker
Bench, work	4	5	6	30" x 60", wood or metal
Charging cylinder	3	3	3	Heated
Charging meter	1	1	1	Electronic

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Cooling unit	1	1	1	Window unit
Combustion testing kit	1	1	1	
Cutter Set, Knock-Out	1	1	1	
Drill, Electric	2	3	4	1/2" drive, variable speed, reversing
Drill, Electric	2	3	4	Cordless, 3/8" Drive, variable speed, reversing
Drill, Electric	1	1	1	Right angle, 3/8" drive, variable speed, reversing
Gauge Set, Refrigeration	3	3	3	
Grinder, Bench	2	2	2	6", dual wheel
Hand Truck, Appliance	2	2	2	With tie strap
Heating/Cooling Unit	1	1	1	Furnace/condenser system
Heating/Cooling Unit	1	1	1	Heat pump system
Heating/Cooling Unit	1	1	1	Window unit
Hermetic Analyzer	2	2	2	
Hermetic Service Valve Kit	2	2	2	
Leak Detector	2	2	2	Electronic
Notcher	1	2	3	Hand
Pilot Tube	2	2	2	
Puller Set	1	2	3	Bearing
Puller set	1	2	3	Gear
Regulator, nitrogen	1	1	1	W/nitrogen bottle & cart
Tap & die set	1	1	1	Standard & metric
Threading tool	3	3	3	T-handle tap wrench
Threading tool, die	2	2	2	
Threading tool, die stock	2	2	2	
Tubing bender	3	4	5	Lever
Tubing swage punch	2	2	2	
Vacuum gauge	2	2	2	Thermistor
Vacuum pump	2	2	2	2-stage, 20 micron
Welder, MIG	1	1	1	Portable, 90 amp, 115 v
Welder, portable	2	2	2	Oxyacetylene unit (complete welding outfit w/cutting torch attachments, bottles, & cylinder truck)
Wrench, impact	2	2	2	Electric

**Cluster: Manufacturing**

Pathway: Maintenance, Installation, and Repair

Program of Study: Industrial Equipment Maintenance

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	1	2	3	See ACE Technology Standards
Student Printer	1	1	1	See ACE Technology Standards
Air compressor	1	1	1	5 hp, w/80-gal. tank
Air regulators	2	2	2	Water and/or oil extractors
CAD software	1	2	3	AutoCAD LT or Inventor
Dial indicator	1	1	1	
Drill press	1	2	3	Including attachments, 20" capacity
Drill, electric	2	3	4	3/8" reversible, variable speed
Drill, electric	2	3	4	1/2" reversible, variable speed
Exhaust system, smoke	1	1	1	
File set	1	2	3	Assorted
Grinder, bench	1	1	2	Dual wheel, 6"
Grinder, electric	1	2	3	Hand-held, 7"
Hydraulic system trainer	1	2	3	
Iron worker, hydraulic	1	1	1	50-ton, up to 1/2" x 10" cut
Jack, hydraulic	1	1	1	10-ton
Jack, hydraulic	2	2	2	5-ton
Lathe, bench	2	3	4	12" minimum length, w/attachments
Level, precision	1	1	1	
Mandrel set	1	2	3	Lathe
Milling machine, vertical	1	2	3	Including attachments
Multimeter	2	3	4	Digital
Welder, oxyacetylene	1	1	1	
Saw, band	1	1	1	Horizontal, metal, 7" capacity
Saw, band	1	1	1	Vertical, metal, 20" capacity
Saw, circular	1	1	1	7 1/4"
Saw, table	1	1	1	10", 1 1/2 hp
Square, machinist	1	2	3	Combination w/attachment set
Surface plate	1	1	1	
Tables, work	5	6	7	Steel
Tap & die	1 set	1 set	1 set	Standard & metric, 1/2"-1 1/2"
Welder	2	2	2	AC/DC arc, 200 amp
Welder	1	1	1	MIG/TIG, 200 amp
Welder	1	1	1	MIG, portable, 90 amp, 115 v

**Cluster: Manufacturing**  
 Pathway: Production  
 Program of Study: Machine Tool

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	1	2	3	See ACE Technology Standards
Student Printer	1	1	1	See ACE Technology Standards
Air compressor	1	1	1	115 v, 3 hp, 60-gal. tank
Air regulators	1	1	1	Water & oil separator
Arbor press	1	1	1	Hydraulic, 50-ton
CAD software	1	2	3	AutoCAD LT or Inventor
Collet sets	3	4	5	1/4"-1"
Dial caliper	2	3	4	6"
Digital readout	2	3	4	For vertical milling machine
Drill press, bench	1	1	2	8", variable speed, 1/3 hp, w/attachments
Drill press, floor	1	1	2	20", variable speed, 1 1/2 hp, w/attachments
Drill, electric	1	2	3	1/2" drive, reversible, variable speed
Drill, electric	1	2	3	3/8" drive reversible, variable speed
End mill sets	3	3	3	1/4-1"
Gauge set, radius	1	1	1	
Gauge, height	1	1	1	
Grinder	1	1	1	Surface, 220 v, 1 hp, 6" x 18", magnetic chuck, automatic feed, w/attachments
Grinder, bench	1	1	1	7", 115 v, 1/2 hp
Grinder, carbide	1	1	1	115 v, 1/2 hp
Grinder, electric	1	2	3	7", hand-held
Grinder, pedestal/bench	1	1	1	10", 1 hp
Grinder, tool & cutter	1	1	1	1/2 hp
Grinder, tool post	1	1	1	115 v, 1/4 hp
Hardness tester	1	1	1	
Indexing head	1	1	1	For vertical milling machine
Lathe, bench	2	3	4	1 1/2 hp, 9" x 20" w/attachments
Lathe, gap bed	1	1	1	1 1/2 hp, 9" x 20" w/attachments
Mandrels set	3	4	5	Lathe
Micrometer	2	3	4	1"-2"
Micrometer	2	3	4	2"-3"

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/Specification
Micrometer	1	2	3	3"-4"
Micrometer	1	2	3	Digital, 0-1", .0001" accuracy
Milling machine, vertical	1	2	3	8" x 30", variable speed 3 axis, 1 1/2 hp, w/attachments
Milling machine, vertical	1	1	1	9" x 42", variable speed, 3 axis, 3 hp power feed, w/attachments
Parallel set	2	3	4	For vertical milling machine
Reamer set	1	2	3	
Rotary table	1	1	1	For vertical milling machine
Sander	1	2	3	Belt & disk, 6" belt, 12" disk, 1 1/2 hp
Saw, band	1	1	1	Horizontal, 1/2 hp, 1" blade capacity, 3-speed, coolant system
Saw, band	1	1	1	Vertical, 2 hp, variable speed, w/blade welder
Surface plate	1	1	1	20" x 30", granite
Tap & die set	1	1	1	Standard 1/4"-1/2" & 3 mm-12 mm
Vise	2	2	2	Drill press, angle adjustable
Vise	6	7	8	Machinist, 4"
Workbench	6	7	8	Steel, 30" x 60"
Wrench set	1	2	3	Standard & metric, 5/16"-1 1/16"

**Cluster: Manufacturing**

Pathway: Maintenance, Installation, and Repair

Program of Study: Major Appliance Technology

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Air compressor	1	1	2	2 hp, 30-gal. tank
Analyzer, hermetic	1	1	1	Multiphase
Cart, work	4	5	6	Roll around
Cleaning tank, parts	1	1	1	Non-solvent based cleanser suggested
Drill press	1	1	2	Bench, 12"
Flipper, appliance	2	2	2	
Gauge & manifold, refrigeration	1	1	1	For HFC-134a
Gauge & manifold, refrigeration	1	1	1	For R-12
Gauge & manifold, refrigeration	1	1	1	For R-410
Grinder, bench	1	1	2	1/4 hp w/wire brush

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Leak detector	2	2	2	Combustible gas, electronic
Leak detector	2	2	2	Halogen, electronic
Multimeter, digital	4	5	6	
Puller set	1	1	1	
Recovery cylinder	3	3	3	Refrigerant (1 ea. R-12, HFC-134a, R-410)
Recovery system, refrigerant	1	1	1	Multiple refrigerants
Table, metal	4	5	6	30" x 5'
Tap & die set	1	1	1	Standard & metric
Tool set, automatic washer	3	4	5	1 set per major manufacturer
Tool set, service valve	1	2	3	
Vacuum gauge	1	1	2	Vacuum to 50 microns
Vacuum pump	1	1	2	2-stage, 1/2 hp, 5 cu. ft./min.
Vise, bench	2	3	4	4" jaws
Vise, drill press	1	1	2	Angle adjustable
Vise, machinist	1	1	2	4 1/2" metal jaw
Welder, portable	1	1	1	Oxyacetylene unit (complete welding outfit w/cutting torch attachments, bottles, & cylinder truck)
Wrench set, open end	2	2	3	Standard & metric, 1/4"-1"; 7 mm-15 mm
Wrench set, socket	2	2	3	Standard & metric, 1/4" drive, 3/16"-1/2", 6 pt.; 5 mm-13 mm, standard & deep well
Wrench set, socket	2	2	3	Standard & metric, 3/8" drive, 3/8"-13/16", 5 mm-13 mm, standard & deep well
Wrench, air ratchet	1	2	3	3/8" drive

**Cluster: Health Science**

Pathway: Therapeutic Services

Program of Study: Health Science Technology Education

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	4	6	8	See ACE Technology Standards
Student Printer	1	1	1	See ACE Technology Standards
AED automated ext. defibrillator	1	1	1	Trainer w/voice & screen prompts/electrodes
Anatomical chart	1 set	1 set	1 set	Charts, markable, detailed illustration
Anatomical model set	1 set	1 set	1 set	
Ear	1	1	1	Enlarged 3 times, dissectible in 6 parts, unbreakable plastic
Eye	1	1	1	Enlarged 6 times, dissectible, unbreakable plastic

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Teeth	1	1	1	Teeth & jaw, 4-part series, cross-section, unbreakable plastic
Skin	1	1	1	Enlarged 105 Times, cross-section, mounted
Heart	1	1	1	Realistic, palpable, dissectible, unbreakable plastic
Brain	1	1	1	Twice life size, mounted
Anatomical torso	1	1	1	Full sized, detachable parts, mounted, unbreakable plastic
Beds, hospital	2	2	2	Full spring, enameled steel, 6-button control, emergency crank, 80" x 35" mattress, spring-loaded adjustable side rails
Blood pressure cuff	5	10	15	Mercury, aluminum case, adult calibrated V-Lok inflation, 260 mm Hg scale
Cart, utility	1	2	3	Welded steel, ball bearing casters, rubber wheels, T-shelves, 1 drawer
Chart holders	2	4	4	Spring-loaded or 3-ring binder
Hospital linen set	3	6	10	
Bedspread	4	4	4	Cotton/polyester, 72" x 90"
Draw sheet	4	4	4	45" x 72"
Flat sheet	4	4	4	50/50 cotton/polyester, hospital grade
Mattress pad	2	2	2	Quilted, cotton/poly fabric
Mattress pad	2	2	2	Heavy-gauge vinyl
Exam gloves	3 boxes.	3 boxes.	3 boxes.	Latex-free
Bath towel	1 doz.	1 doz.	1 doz.	Cotton, 20" x 40"
Washcloth	1 doz.	1 doz.	1 doz.	Cotton, 12" x 12"
Manikin, adult CPR	2	2	2	Full body, face removable, disposable airway, electronic monitor, print out, carry case, cleaning kit
Manikin, infant CPR	2	2	2	Removable face, airway, brachial pulse simulator, movable jaw, indicator (monitor)
Microscope	2	3	4	45 mm DIN objectives, 4x, 10x, 40" x 19", viewing tube mounted on rotating head, 20-watt illumination, oil immersion lens, low/high powered
Ophthalmoscope	1	1	1	Medium size handles, rechargeable batteries
Otoscope	1	1	1	Handle w/batteries, reusable specula
Patient-assist equipment set	1	2	3	
Walker	1	1	1	1" aluminum tubing, folding, adjustable, nonskid, rubber tips
Walking cane	1	1	1	Adjustable, 1" anodized aluminum, double locked, nonskid tip, cushioned handle
Crutches (standard)	1 pair	1 pair	1 pair	
Crutches (forearm)	1 pair	1 pair	1 pair	
Isolation kit	10	10	10	Disposable

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Scales, adult weight	1	2	2	Physician's balanced die cast beam, heavy-duty base & lower system
Scales, pediatric weight	1	2	2	Chrome-plated balance beam, enameled steel tray w/protective edges, 30-lb. capacity
Skeleton, deluxe model	1	1	1	Full sized, joints movable, heavy-duty plastic, dust cover
Tables, multipurpose classroom	5	6	7	Wood or metal (folding is OK), w/slide lock, 36" x 72"
Vital signs instrument set	1 set	2 sets	3 sets	
Thermometer, electronic	8	10	12	Electronic, digital, visual & audio
Stethoscope, student	10	10	10	Dual-head chest piece
Blood pressure cuff	10	10	10	Calibrated V-Lok calibration & infiltration, cuff & bag
Stethoscope, teaching	1	1	1	Dual-head chest piece, double set of binaural
Wheelchair	1	2	2	Fixed arm rest, elevating leg rest, all steel, heavy-duty wheels

**Cluster: Health Science**

Pathway: Therapeutic Services

Program of Study: Sports Medicine

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	4	6	8	See ACE Technology Standards
Student Printer	1	1	1	See ACE Technology Standards
Anatomical Charts-Hand and wrist	1	1	1	Poster
Anatomical charts- head and neck	1	1	1	Poster
Anatomical charts Muscular system	1	1		Poster
Anatomical model-Torso non gender specific	1	1	1	Model with removable parts
Anatomical Model Set Muscled joints-knee, hip, elbow, shoulder	1	1	1	Muscled joint displays for 4 joints
Anatomical Model-adult skeleton-Mr. Super Skeleton with muscle and ligament display	1	1	1	Full size skeleton with depiction of muscles and ligaments
Anatomical model-articulating knee	1	1	1	Knee model depicts cartilage and ligaments
Automated external defibrillator trainer	1	1	1	AED for training purposes
Spineboard	1	2	3	Board with Spider straps

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Biomechanical Ankle Platform System	1	1	1	Blue ankle platform with adjustable levels
Body Blade	1	1	1	Body Blade classic with poster and instructional video
Cervical Collar	1	1	1	Foam and velcro
Hydroculator E-2 6 pack unit	1	1	1	6 slot hydroculator with hose
Crutches, aluminum w/access 5'2-5'10	1	1	1	Adjustable Aluminum heights 5'2-5'10
Crutches, aluminum w/access 5'10-6'6	1	1	1	Adjustable Aluminum heights 5'10-6'6
Foam-closed cell	1	2	3	OPEN CELL FOAM KIT *Four 1/4" x 6" x 12" sheets *Two 1/2" x 6" x 12" sheets
Foam-open cell	1	2	3	OPEN CELL FOAM KIT *Four 1/4" x 6" x 12" sheets *Two 1/2" x 6" x 12" sheets
Foam Rubber assort.	1	2	3	Five 6" x 12" sheets in assorted thickness - 1/4" (2), 1/2" (2) & 1" (1)
Icing Compression Recovery System	1	1	1	Unit with connector hoses, bag and ankle, knee, elbow, and shoulder wraps
Goniometer, 8", standard	8	10	12	8", standard
Knee Immobilizers	3	5	7	Velcro an foam Straight leg brace
Manikin, adult CPR	1	1	1	Full body, removable face, disposable airway, electronic monitor, printout, cleaning kit, and carrying case
Electronic Muscle Stimulation/Ultrasound Combo.	1	2	3	4 channel electrical muscle stimulation unit with Ultrasound
Ophthalmoscope	1	1	1	Professional diagnostic instrument with case. Chrome plated brass construction with pediatric and adult attachments
Orthoplast	2	3	5	24" x 36" perf. / 2 per case
Percussion hammers	8	10	12	Stainless steel handle with rubber tip.
Rebounder pac II	1	1	1	Trampoline with medicine ball pack
CPR manikin	5	5	5	Student practice manikin
Sam splint	3	5	7	4¼" x 36" aluminum strip, foam covered on both sides is easily trimmed if required. Weighs only 5½ oz., but when molded becomes rigid.
Sling, arm deluxe, large	1	1	1	Single strap with cotton binding on all edges, Adjustable slide buckle for proper height adjustment. Large
Sling, arm deluxe, medium	5	5	5	Single strap with cotton binding on all edges, Adjustable slide buckle for proper height adjustment. medium

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Sling Psychrometer, digital read	1	1	1	<ul style="list-style-type: none"> <li>• Displays wet bulb, dew point, humidity and temperature</li> <li>• No twirling or charts necessary</li> <li>• Large digital display</li> <li>• Dew point measurement</li> <li>• Wet &amp; dry bulb temperature</li> <li>• Min/max memory with reset key</li> <li>• °F or °C readings</li> <li>• Data hold</li> <li>• Auto power off</li> <li>• Low battery indication</li> <li>• Microprocessor based design</li> </ul>
Snellen Eye Chart	1	1	1	Vision test
Skinfold calipers	1	1	1	Body fat percentage calculation tool
Sphygmomanometer with stethoscope and case.	8	10	12	Includes sphygmomanometer and stethoscope and care
Sphygmomanometer deluxe plus, lg. adult	1	1	1	Includes sphygmomanometer and stethoscope and care-1g adult
Stethoscope, Teaching	1	1	1	Two headed stethoscope
Exam stool	1	2	3	Basic swivel stool with wheels
Tape measure, linen, plastic case	8	10	12	Basic plastic retractable tape measure
Thera Tubing-yellow	1	1	1	6 x 50 yd
Thera Tubing-red	1	1	1	6 x 50 yd
Thera Tubing-Green	1	1	1	6 x 50 yd
Thermal Hydroculator cover-all terry cloth	6	6	6	Terry cloth covers
Thermal hydrocover drying rack	1	1	1	Stainless steel rack of 6
Thermometer-digital	8	10	12	Digital model thermometer
Face mask remover	1	1	1	
Treatment table with cubby	2	3	4	78in by 30in wide
Tuning Fork	8	10	12	
Vacuum Immobilizer kit-3splint	1	1	1	Splint kit
Sharps container - gallon	1	1	1	Plastic sealable container
Ice machine, Flake AC 350 lb.	1	1	1	Flake AC 350 lb
Dumbell set	1	1	1	10pc-with rack
3-D Cross Trainer	1	1	1	Multiple Resistance Levels
Exercise ball- 22" red	1	1	1	22" red
Exercise ball-26" green	1	1	1	26" green
Exercise ball-30" blue	1	1	1	30" blue
Bosu Ball	1	1	1	PNF Rehabilitation tool

**Clusters: Health Science**

Pathways: Health Informatics

Programs of Study: Health Informatics

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specification/ Description
Student Computer System	15	20	25	See ACE Technology Standards – Level 1
Student Computer Stations	15	20	25	Minimum of 30" x 43" per station, keyboard height 26"-28"
Student posture chairs	4	5	6	Ergonomically designed w/strong back support, must be adjustable (25% of class enrollment)
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Teacher computer station	1	1	1	Minimum of 30" x 43" per station, keyboard height 26"-28"
Teacher posture chair	1	1	1	Ergonomically designed w/strong back support, must be adjustable
Filing cabinets	2	2	2	4-drawer, lockable
Laser printer	1	1	1	
Media cart (Unless LCD projector is ceiling mounted)	1	1	1	
Scanner	1	1	1	

**Cluster: Transportation, Distribution, and Logistics**

Pathway: Facility and Mobile Equipment Maintenance

Program of Study: Power Equipment Technology

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Air Compressor	1	1	1	2 hp, 30 gal. tank
Engine, Briggs & Stratton	2	2	2	3.5 hp, 4-cycle, current model
Engine, Briggs & Stratton	2	2	2	3.5 hp, quantum, current model
Engine, Kohler	2	2	2	3.5 hp, 4-cycle
Engine, Tecumseh	2	2	2	3.5 hp, 4-cycle
Engine, Tecumseh	2	2	2	3.5 hp, 2-cycle

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Grinder	1	1	2	6", 2-wheel w/wire brush
Metal tables, work	4	6	8	30" x 6'
Micrometers	1 set	1 set	1 set	Assorted, 0-1" to 3"-4"
Parts cleaning sink	1	1	2	Chemical w/pump
Press, arbor	1	1	1	
Tachometer	1	1	2	Electronic
Tap & die set	1	1	1	Standard & metric
Test stand	5	5	5	Small engine
Valve seat repair set	3	3	3	One valve seat repair set for each major brand taught
Vise, bench	4	5	6	4 1/2" metal jaw
Welder, arc	1	1	1	200 amp
Welder, portable	1	1	1	Oxyacetylene unit (complete welding outfit w/cutting torch attachments, bottles, & cylinder truck)
Wrench, air ratchet	2	3	4	3/8" drive

**Cluster: Architecture and Construction**

Pathway: Construction

Program of Study: Welding

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Television	1	1	1	25"
DVD player	1	1	1	
A-V cart/media storage center	1	1	1	
Presentation Equipment	1	1	1	LCD Projector (Mounting Recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
Student Computer System	4	6	8	See ACE Technology Standards
Student Printer	1	1	1	See ACE Technology Standards
Air compressor	1	1	1	5 hp, 80-gal. tank
Air compressor	2	2	2	Portable, 3 hp, 20-gal. tank
Air regulators	2	2	2	Including water and/or oil extractors
Band saw, horizontal	1	1	1	Metal, 7" capacity minimum, 1 hp
Band saw, vertical	1	1	1	Metal, 14" capacity minimum, 1 hp
Cutting machine	1	1	1	Traveling, track type, oxyacetylene
Drill press	1	1	1	Including attachments, 15"
Drill, electric	1	2	3	1/2" drive, variable speed, reversible
Drill, electric	1	2	3	3/8" drive, variable speed, reversible
Exhaust system	1	1	1	Suitable for exhausting welding gases
Grinder	2	3	4	Bench or pedestal, 10", 1 hp

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Grinder	1	1	1	Bench, 6", dual-wheel
Grinder	1	1	2	Electric, hand-held, 7"
Guide bend tester	1	1	1	
Hoist	1	1	1	1-ton, hand, chain or electric
Jack, floor	1	1	1	2-ton, hydraulic
Oven, electrode	1	1	1	
Puller set	1	1	1	Bearing, wheel, & gear
Quenching tank	1	1	1	
Saw, cut-off	1	1	1	Abrasive, 10", 1 hp
Shear	1	1	1	Squaring, 32"
Tap & die set	1	1	1	Standard & metric to ½"
Welder, arc	10	12	12	300 amp, w/attachments
Welder, MIG	3	3	3	200 amp, w/attachments
Welder, portable	2	2	2	Oxyacetylene welding unit (complete w/cutting torch, bottles, attachments, & cylinder truck)
Welder, TIG	3	3	3	250 amp, w/attachments
Welding booths	10	12	12	For arc welding, 60" W x 96"H w/16" deep work surface
Welding stations, oxyacetylene	6	6	6	Including 2-stage regulators

# Operational Guide for Special Populations

<b>Summary of Changes (2/4/10)</b>
Updated equipment lists
Added Technology Standards for 2009-10
Removed HSTW Model removed from Special Populations
Renamed Special Populations separated from School Improvement
<b>Summary of Changes (09/04/08)</b>
Special Populations separated from School Improvement.
HSTW model removed from Special Populations operational guide.
<b>Summary of Changes (06/28/07)</b>
HSTW model added to operational guide.
Special Populations renamed as School Improvement
<b>Summary of Changes (4/1/05)</b>
Incomplete sentences in numerous course code descriptions are completed.

## COURSES ONLY: WORK-BASED LEARNING; SUPPORT; SPECIAL POPULATIONS; & MISCELLANEOUS COURSES

### Special Populations

#### **493800 JAG Apprenticeship/Work-Based Learning**

Credit: 1 Grade Levels: 9-12

This is an instructor-supervised work release course that includes monthly employer evaluations of participants. Employment is not a requirement of the JAG program, but credit can be given at the discretion of the individual school district. Participants should be expected to complete 180 hours of work-based learning in order to receive one credit—with a maximum of four credits for completing 720 hours of work study within a consecutive two-year period.

Does course count in required 38 units and, if yes, how:        Yes        Career & Technical  
 Does course count in the 22 units required for graduation:        Yes  
 Licensure required to teach this course:        413        Career Services for School Improvement

#### **493780 JAG Multi-Year I**

Credit: 1 Grade Levels: 9-12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how:        Yes        Career & Technical  
 Does course count in the 22 units required for graduation:        Yes  
 Licensure required to teach this course:        413        Career Services for School Improvement

#### **493790 JAG Multi-Year II**

Credit: 1 Grade Levels: 9-12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how:        Yes        Career & Technical  
 Does course count in the 22 units required for graduation:        Yes  
 Licensure required to teach this course:        413        Career Services for School Improvement

**493770 JAG Senior Applications**

Credit: 1 Grade Levels: 12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for School Improvement

**690030 STRIVE**

Credit: 1 Grade Levels: 9-10

This secondary program is individualized to meet the specific academic needs of career and technical students who are members of a special population. This program provides a versatile spectrum of instruction with the intent of improving vocational and academic scores and/or skills. Student eligibility is to be discussed with the student, parents, STRIVE instructor, and/or counselor prior to enrollment.

Does course count in required 38 units and, if yes, how: No

Does course count in the 22 units required for graduation: No

Licensure required to teach this course: 413 Career Services for School Improvement

## **SPECIAL POPULATIONS – SPECIAL NEEDS STUDENTS**

Definitions and policies related to serving students who are members of “special populations” (special needs) must be in compliance with the Carl D. Perkins Vocational and Technical Education Act of 1998 (Public Law 105.332) or its successor.

The term “special populations” includes individuals with disabilities, educationally and economically disadvantaged individuals (including foster children), individuals of limited English proficiency, individuals who participate in programs designed to eliminate sex bias, and individuals in correctional institutions.

Each student identified as disabled and/or handicapped under the guidelines of the Special Education Section of ADE and admitted to career and technical education program(s) must have an Individualized Education Plan (IEP) developed prior to placement in the program.

Each student who meets the criteria for identification as a member of special populations shall be provided with the vocational assessment, guidance, counseling, and career development in order to ensure his/her success in the career focus program of study.

Transition services as well as supplemental/support services shall be provided as needed to assist the student in making the transition from school to employment.

## **JOBS FOR ARKANSAS' GRADUATES (JAG)**

### Program Description

JAG is a broad based School-to-Work program designed to assist students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy. The program's goal is to ensure student's graduation (or GED) and prepare students for workplace success whether their career begins immediately upon high school graduation or requires them to complete postsecondary education/training.

### Course Description

JAG can be utilized in any program of study and can count as credit toward a student's vocational career focus/major. The program's goal is to ensure student graduation (or GED) and prepare students for workplace success whether their career begins immediately upon high school graduation, includes entry into military service, or requires them to complete postsecondary education/training.

### Course Content

The course will consist of the following areas:

1. Career Development Skills
2. Job Attainment Skills
3. Job Survival Skills
4. Basic Skills
5. Leadership and Self-development Skills
6. Life Survival Skills
7. Workplace Skills

The model requires the completion of the 37 core competencies. The curriculum contains a total of 87 competencies. Arkansas requires the completion of 40 (including core) competencies for School-to-Career (senior only) participants and 50 (including core) competencies for Dropout Prevention (multiyear) participants.

### Required Instructional Methods:

1. Hands-on Activities (minimum of one activity per unit)
2. Audio-Visual Aids
3. Resource Speakers
4. Field Trips
5. Lectures
6. Occupational Research (including the Arkansas Occupational and Educational Information System – AOEIS)

### Background Information

JAG is a nonprofit corporation established to promote business interaction in schools. It was initiated as a "pull out" program utilizing business people as specialists (instructors). JAG was established 20 years ago in Delaware and has been established in 27 states.

The model has 10 components, which must be maintained by the state affiliate. The components are:

- Oversight Board
- Program Management
- Program Staff
- Participant Selection
- Student Load
- Career Association
- Competency Attainment
- Employer Marketing and Job Development

- Follow-up Services
- National Database Participation

The model has three program applications or ways to utilize it:

- School-to-Career (senior only) (12<sup>th</sup>-grade students only)
- Dropout Prevention (multi-year)
- Dropout Recovery

There are five primary performance goals of the School-to-Career and Dropout Prevention Applications:

- 90% graduation/GED rate;
- 80% overall success rate at the end of 12 months after graduation, with participants either employed in a job leading to a career, in the military, or enrolled in a postsecondary education or training, or a combination of work and postsecondary education;
- 60% of graduates are employed;
- 60% of employed graduates are in full-time jobs leading to careers; and
- 80% of the graduates are employed full-time or are combining work and school. These goals are to be achieved by the third year of operation.

Arkansas high schools and alternative schools wishing to implement JAG may apply for ACE New Program Start-up funds to operate the School-to-Career application or the Dropout Prevention application for 11-12<sup>th</sup> grades (senior only).

#### Teacher Qualifications

The specialist is to be secondary certified in a vocational or any core academic area and endorsed through the completion of program management training developed and approved by the Department of Career Education. Training includes New Specialist Training (one to two days) and National Data Management System training (one day).

(Existing GCE, CCE, and CCVE coordinators and instructors are eligible to “grandfather” into the program by completing the designated program management training.)

#### Contract Length

It is strongly recommended that, during the first year of operation, the specialist be employed on a contract of a minimum of 215 days. It also is strongly recommended that during each subsequent year, the specialist be employed on a contract of a minimum of 225 days.

The model requires 12 months of follow-up after graduation, which means monthly contact with participant beginning the month of June following graduation and at least six contacts with the participant’s employer/school/military recruiter.

#### Professional Development Activities

Teachers are encouraged to participate in all in-service training workshops, quarterly meetings, National Training Seminar, and the following professional organizations:

- Association of Career of Career & Technical Educators (Special Needs Division)
- National Association of Vocational Education Special Needs Personnel
- Arkansas Association of Vocational Education Special Needs Personnel

#### Funding

The Arkansas Workforce Investment Board (WIB) endorses the JAG program. A few local WIBs have provided supplemental funding for JAG programs.

New program start-up equipment funds are available. Supplemental funding through local Workforce Investment Youth Councils may be utilized.

## Class Grade Level & Length

JAG is designed as a School-to-Career Application or as Dropout Prevention Application (11–12th grade) program.

Eleventh -or Twelfth-grade career and technical students with two or more identified barriers shall apply for acceptance to the program. The specialist identifies a student's barriers prior to placement into the program. Students are to have an identified career and technical focus/major and have completed at least one unit and be enrolled in a second unit of the identified career focus/major. Alternative schools that don't offer or have access to career and technical education request a waiver.

The model requires 35-45 students be the maximum in the in-school phase. Programs in alternative schools can request a waiver to lower the student load. Arkansas JAG recommends that the specialist be provided one period for Employer Marketing and Job Development for every 25 in-school participants.

Class periods shall conform to the minimum class hours established by the Standards for Accreditation of Public Schools and North Central Association (NCA)

(NCA: 120hours = 1 unit; 60 hours = ½ unit)

One unit of credit per year is to be given for JAG participants. A student's maximum length of enrollment in the program shall be two years, depending on the application of the model. JAG may be utilized as a related option of any program of study. It is not a stand-alone program of study or career focus/major.

Part-time employment is not a requirement of the JAG program, but credit can be given at the discretion of the individual school district. Schools that grant credit for work-based learning shall follow the course credit guidelines for the Workforce Education Internship program.

## Class Size

"*Standards of Accreditation*", *Arkansas Public Schools* states: "in grades seven through twelve, a teacher shall not be assigned more than one hundred fifty (150) students daily and an individual class shall not exceed thirty (30) students, provided that, in exceptional cases or for courses that lend themselves to large group instruction, these ratios may be increased." (JAG is not an exceptional case). Large JAG classes have proven to be less practical and effective because they place limitations on the types and quality of hands-on, individualized, or other class activities.

## Advisory Committee

Sites are to develop a local advisory board with representatives of groups such as: educational providers (e.g., adult education, GED instructors, community college representatives, School-to-Work partnerships), community agencies (e.g., homeless shelters, mental health services, workforce development, and juvenile officers), and school personnel.

The selection committee, a subcommittee of the local advisory board, shall be local and accept responsibility for program participants targeted for services. The selection committee shall be comprised of selected representatives of the local school system (e.g., high school administrators, counselors, vocational faculty, and academic faculty).

## Student Organization

Alternative schools must operate a local career association if they are a stand-alone facility.

While National Jobs for America's Graduates' (JAG) asks that elements of their career association (National Career Association) be included in the curriculum, specialists will provide support to the students and advisors in the student's career focus career and technical student organization. JAG students are strongly encouraged to hold membership in the student organization that represents their chosen career focus/major area. The specialists will assist the

JAG students in the activities of their chosen CTSO. NCA or “club-like” activities can be utilized as a classroom management tool.

Courses Offered

Course Code	Electives	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
493800	JAG Apprenticeship/Work-Based Learning	1			X	X	X	X
399290	JAG Middle School		X	X				
493780	JAG I	1			X	X	X	X
493790	JAG II	1			X	X	X	X

**SUPPORT FOR SPECIAL POPULATIONS  
JAG**

**MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE**

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Description/ Specification
Student Computer System	5	7	9	See ACE Technology Standards – Level 1
Laptop microcomputer	1	1	1	See ACE Technology Standards
Printer for classroom	1	1	1	
Telephone/FAX/answer machine & jack for office	1	1	1	Newest technology
Data station	5	7	9	Minimum of 30" x 42" per station (keyboard height 26"-28")
Computer chairs	5	7	9	Strong, durable, ergonomically designed with strong back support (25 percent must be adjustable)
Multipurpose tables	3	3	3	24" x 48", sturdy, wood
Locking storage cabinet	1	1	1	3' x 6' x 2'
Photocopier, video camera				Easy access to
TV/VCR/DVD player/recorder	1	1	1	Minimum 25" monitor; 3-speed recording/playback
A-V cart/media storage center	1	1	1	
Visualizer/digital demonstration camera	1	1	1	Lens 10x, auto/manual focus
Filing cabinets	1	1	1	4-drawer, lockable
Docking station for laptops	1	1	1	Appropriate for laptop
Presentation Equipment	1	1	1	LCD Projector, Mounting Recommended Laptop (See ACE Technology Standards)
Scanner	1	1	1	Newest technology
8' x 10' screen				Access to
Lifetime Learning Library	1	1	1	Comprehensive core curriculum

## Supplemental Instructional Materials and Suppliers

Classroom set of any of the following:

Succeeding in the World of Work – Revised, 1998  
 Glencoe Division of MacMillan/McGraw-Hill  
 P.O. Box 508  
 Columbus, OH 43216  
 1-800-828-5096

Workmatters – 1997  
 Contemporary Books  
 4255 W. Touhy Ave.  
 Lincolnwood, IL 60646-1975  
 1-800-323-4900

From School to Work – Revised, 2000  
 Goodheart-Wilcox Publisher  
 18604 W. Creek Dr.  
 Tinley Park, IL 60477-6243  
 1-800-323-0440

Dynamics of Work – 1998  
 South-Western Educational Publishing  
 5101 Madison Road  
 Cincinnati, OH 45227-1490  
 1-800-354-9706

## Students and Teachers Responsibly Integrating Vocational Education (STRIVE)

STRIVE is a secondary course that integrates academics with a student's selected career and technical education course of study. This course provides a versatile spectrum of instruction with the intent of improving the knowledge and skills of both vocational and academic competencies. Student eligibility is based on an application process and is to be discussed with the student, parents, STRIVE instructor, and/or counselor prior to enrollment.

### Course Type

STRIVE is a recommended course for students in the ninth and/or tenth grades in secondary schools who have identified barriers. Instruction will include integrated areas of career and technical education and academic skills. The instruction shall be related to the vocational program of study/career focus in which the student is or will be enrolled. The administration of a pre- and post-assessment tool (TABE) is required of all students. Documentation of student achievement is required.

### Length of Course

STRIVE is recommended as a one-year course.

### Eligibility of Students

Ninth- and tenth-grade career and technical students or potential career and technical students with multiple identified barriers shall apply for acceptance to the STRIVE course. The instructor identifies a student's barriers prior to placement into the course. This ninth- or tenth-grade student is or will be enrolled in a vocational program or study/career focus. Student eligibility shall be discussed with the student, parents, STRIVE instructor, and/or counselor prior to enrollment.

### Course Credits

It is recommended that a student may earn the equivalent of one unit of credit per year for the successful completion of the STRIVE course. This course will not count as a credit toward a student's career focus major.

Course Code	Electives	Units of Credit	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
690030	STRIVE	1					X	X

**SUPPORT FOR SPECIAL POPULATIONS  
STRIVE**

**MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE  
(15, 20, or 25 students)**

Item Name	Count	Specification/Description
Computers	1 per 2 students	See ACE Technology Standards – Level I
Printer	1	Newest Technology
Data stations	1 per computer	Minimum of 30" x 42" per station (keyboard height 26"-28")
Computer chairs	1 per computer	Strong, durable, ergonomically designed w/strong back support (25 percent must be adjustable)
Multipurpose tables	2	24" x 28", sturdy, wood
Photocopier, video camera		Easy access to
TV/VCR/DVD	1	Minimum 25" monitor, 3-speed recording/playback
Presentation Equipment	1	LCD Projector (Mounting recommended) Teacher Laptop (See ACE Technology Standards) Computerized Presentation Board
A-V cart/media storage center	1	
Filing cabinets	1	4-drawer, lockable
TABE software	1	For appropriate TABE test administration/interpretation
Optical mark reader	1	48 x 108 marks; 2,200 forms/hour; reflective read; 2 read heads; 40-48 read head channels; 512 KB memory; RS-232C serial interface; built-in form translation software
TABE test booklets		Version 9/10 Locator & Survey Tests

**Adaptive Equipment**

**Adaptive Equipment for Individuals with Disabilities Enrolled in Funded Vocational Education Programs can be obtained through Appropriation 681, by:**

1. The requesting school must enter the student in the CIR/CUIT system. This may be done online at <http://arksped.k12.ar.us/sections/CIRCUIT.html> -- the Arkansas Department of Education's intake and referral system. The student will be assigned a special education consultant to assist with ordering the adaptive equipment.
2. The superintendent or school principal in which the student is enrolled may then request services through contacting: Program Manager, Office of Special Populations, ACE, Three Capitol Mall, Little Rock, Arkansas 72201. Assistance in submitting requests may be obtained by calling 501-682-1535.
3. The **written** request for services **MUST** contain the following information:
  - a. Name of student
  - b. Age of student
  - c. Disability and need for adaptive equipment
  - d. Vocational program(s) and grade in which the student is enrolled
  - e. Equipment requested (if known)

- f. Assistance in identifying appropriate equipment (if known)
  - g. Appropriate cost of equipment (if known)
  - h. The written evaluation and recommendation of the Special Education Consultant
4. Upon receipt of the **written** request for adaptive equipment, the Office of Special Populations may place a follow-up telephone call to the school for specific information. At that time a letter of approval (or disapproval) will be sent to the school listing the approved equipment along with approximate funds available for purchase. (If the Office of Special Populations locates existing appropriate equipment, this equipment may be provided in lieu of funding.)
  5. **All adaptive equipment will be purchased through the Educational Cooperative.** The Office of Special Populations will reimburse the Co-op upon receipt of the expenditure report (WE-10). The reimbursement will not exceed the allocation approved for the equipment.
  6. The adaptive equipment remains the property of the Office of Special Populations of the ACE. It is subject to redistribution when no longer required by the student or similarly disabled student enrolled in funded vocational education programs within the school district or Cooperative.
  7. A list of existing adaptive equipment can be obtained through our web site. Existing equipment may be transferred between school districts after following steps 1-3 and written approval from the Office of Special Populations has been provided. An Adaptive Equipment Transfer Form (WE-SN-254) must be submitted by the school district requesting the transfer within 15 days of the physical transfer of the equipment.