

**ARKANSAS DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND TECHNICAL EDUCATION
PROGRAM OPERATIONAL GUIDE
2020-21**



**Johnny Key, Secretary
Dr. Angela Kremers, Director**

2020-21 ARKANSAS STANDARDS OF ACCREDITATION DIVISION OF CAREER AND TECHNICAL EDUCATION REQUIREMENTS

ADE Rules Governing the Standards for Accreditation of Arkansas Public Schools and School Districts

1-A.1.2 For Grades 5-8, all students shall receive instruction annually in each of the following content areas (S/P):

1-A.1.2.1 English Language Arts;

1-A.1.2.2 Mathematics;

1-A.1.2.3 Science;

1-A.1.2.4 Social Studies;

1-A.1.2.5 Physical Education;

1-A.1.2.6 Fine Arts;

1-A.1.2.7 Health and Safety; and

1-A.1.2.8 Career and Technical Education.

Note: To comply with State Standard 1-A.1.2.8, the Division of Career and Technical Education defines the foundation courses required for all Career and Technical Education (CTE) program for 2020-2021 school year are:

Courses 399050 Keyboarding 7-8 or KeyCode 399320 and 399280 Career Development shall be instructed in grades 7 or 8 annually. If a district wishes to offer Keyboarding at a grade level lower than grade 7, approval must be sought from Division of Career and Technical Education prior to implementation. **A request should be submitted through ADE Course Approval System in addition to the Program Coordinator of the Business and Marketing Education office.**

**If a school currently has an approved transition plan in place which allows Keyboarding to be taught in a grade lower than 7, Division of Career and Technical Education will honor the provisions of the approved plan until such time as the school requests the plan be rescinded.*

1-A.1.3 For Grades 9-12, the following content areas shall be offered annually for a total of 38 units, except as otherwise allowed by law and these rules (S/P):

1-A.1.3.1 English Language Arts - 6 units;

1-A.1.3.2 Science - 5 units;

1-A.1.3.3 Mathematics - 6 units;

1-A.1.3.4 Computer Science - 1 unit;

1-A.1.3.5 Foreign Languages - 2 units of the same language;

1-A.1.3.6 Fine Arts - 3 ½ units;

1-A.1.3.7 Social Studies - 4 units;

1-A.1.3.8 Health and Safety Education and Physical Education - 1 ½ units; and

1-A.1.3.9 Career and Technical Education - 9 units of sequenced career and technical education courses representing three (3) occupational areas.

Note: To comply with State Standard 1-A.1.3.9, schools must:

Offer 1 program of study from 3 different Occupational Areas annually. Each Occupational Area defines the required entry level (core) course for each program of study. Core courses must be offered annually.

STATEMENT OF ASSURANCE

All career and technical education 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

For Additional Information: <https://www2.ed.gov/about/offices/list/ocr/reports-resources.html>

PROGRAM APPROVAL

Requires completion of an approved program of study that leads to a recognized postsecondary credential, offering a sequence of CTE courses sufficient in size, scope, and quality to comprise a CTE program, offering work-based learning opportunities to students, leadership development such as through a CTE student organization, and the integration applied academics.

Programs of study are reviewed annually. Programs granted approval status shall:

1. Follow all policies and procedures;
2. Remove all critical elements identified in tiered support review(s); and
3. Follow all required program guidelines.

Only career and technical courses approved by DCTE are eligible for Perkins funding and graduation credit. For information on the Standards for Accreditation at <https://adedata.arkansas.gov/sfa>.

FULLY APPROVED PROGRAMS	
If a program received full approval during the previous academic year (AY) and one of the following actions applied the following year, then the district will receive the program status indicated:	
ACTION	PROGRAM STATUS
Critical Elements, including Safety Violations and Office of Civil Rights Violations, received from previous Tiered Support Activities (formerly Technical Assistance Visits)	Conditional Approval
No CTSO active roster	Conditional Approval
No program of study	Conditional Approval
No required foundation courses (reviewed by appropriate program area)	Conditional Approval
Meets all Division of Career and Technical Education policies and standards	FULL APPROVAL

CONDITIONALLY APPROVED PROGRAMS	
If a program was conditionally approved during the previous academic year (AY) 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	FULL APPROVAL
Problems not corrected	Disapproval (see Accountability below)
Critical Elements, including Safety Violations and Office of Civil Rights Violations, received from previous Tiered Support Activities (formerly Technical Assistance Visits)	Disapproval (see Accountability below)

TIERED SUPPORT (Formerly TA Visit or Onsite Compliance Review)

The structure of technical assistance site visits is shifting from a compliance-enforced fixed 5-year rotation of site visits to an annual, ongoing customer-service focused, tiered support model. Although the process is in transition in 2020-21, adherence to existing requirements and documentation is expected until the new process is in place.

MINIMUM FACILITIES REQUIREMENTS

Facility requirements must meet Arkansas Department of Education guidelines

http://arkansasfacilities.arkansas.gov/public/userfiles/documents/Facilities_Manual_20162017/FM_Career_Education.pdf. Equipment requirements may be obtained from the appropriate program office and shall be met within the specified time for program approval.

SAFETY

Space and special equipment for CTE labs are varied and unique. 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. OSHA standards shall be followed where applicable.

A student wash up area and proper exhaust and filtration of harmful fumes/dust shall be provided according to the facilities requirements document:

http://arkansasfacilities.arkansas.gov/public/userfiles/documents/Facilities_Manual_20162017/FM_Career_Education.pdf.

The laboratory shall be zoned and color-coded identifying specific work areas and pedestrian walkways. Large open areas for instructional activities shall be provided.

Caution must be exercised and enrollment must be limited so that an overcrowded situation does not occur. For the specifications for the lab areas, please see the Arkansas Facilities website linked in the Facilities section above.

MINIMUM START-UP EQUIPMENT REQUIREMENTS

Each Career and Technical Education (CTE) Occupational Program Area issues minimum equipment lists annually. The equipment lists are considered the *minimum* equipment necessary for students to master the program area standards established by the Division of Career and Technical Education. The current version of equipment lists applies to new programs being implemented during the school year in which the equipment lists are issued. Equipment lists may be located at [DCTE Occupational Areas](#) on the Division's Occupational Areas web page.

FOUNDATION COURSES FOR ALL PROGRAMS OF STUDY

399050 Keyboarding

1 Semester Grade Levels: 7-8 (NO CREDIT)

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.

399320 KeyCode

1 Semester Grade Levels: 7-8 (NO CREDIT)

KeyCode is a one-semester course designed to cover the state keyboarding and computer science coding block standards. Emphasis is placed on the following: understanding the importance of Career and Technical Student Organizations (CTSO), soft skill development, operation and management of classroom equipment, touch typing method, simple document formatting, and the computer science coding block. A minimum of 5 weeks shall be dedicated to students using keyboarding skills as they relate to formulating algorithms as well as create, analyze, test and debug computer programs in order to solve real-world problems. A text based programming language is required to accomplish these tasks.

399280 Career Development

1 Semester Grade Levels: 7 or 8 (8th grade recommended) (NO CREDIT)

This CTE foundation course is a one or two semester class for grades 7-8 designed to teach career development through research and understanding of self and the world of work for college and career readiness. Career research and decision-making with education and training plans for exploration and development will be core standards. Students will be knowledgeable of career options, and the personal skills, aptitudes, and employer expectations of future careers of choice. Students will identify personal traits and characteristics for a better understanding of self in their pursuit of finding a meaningful, fulfilling and rewarding career. Through better recognition and understanding of personal interests, values, aptitudes and abilities students can assess how they relate to the world of work in order to acquire the skills necessary for appropriate placement in the workforce. In addition, students will demonstrate the use of technology to gather information about careers and demonstrate an understanding of the ways in which work, family, and leisure roles are interrelated. Students shall develop a career focus with viable expectations for success based upon careful research, consistent planning and employment preparation.

Course Information

Family and Consumer Sciences Education

CAREER CLUSTER ARTS, A/V TECHNOLOGY, & COMMUNICATIONS	
Pathway	Program of Study
Visual Arts	Clothing and Housing Design
CAREER CLUSTER EDUCATION AND TRAINING	
Pathway	Program of Study
Teaching and Training	Pre-Educator
CAREER CLUSTER HOSPITALITY AND TOURISM	
Pathway	Program of Study
Restaurant & Food and Beverage Services	Culinary Arts and Food Production, Management, and Services
CAREER CLUSTER HUMAN SERVICES	
Pathway	Program of Study
Consumer Services	Consumer Services
Family & Community Services	Human and Social Services Nutrition Sciences and Dietetics
Personal Care Services	Cosmetology

CAREER CLUSTERS: ARTS, A/V TECHNOLOGY, & COMMUNICATIONS, EDUCATION AND TRAINING, HOSPITALITY AND TOURISM, AND HUMAN SERVICES

Program Description

FACS prepares students for family and work life as well as careers in the family and consumer sciences area. FACS programs provide opportunities to develop knowledge, skills, attitudes, and behaviors that strengthen individuals and families, leading to responsible citizenship leadership, and careers. Programs promote nutrition and wellness, financial literacy, life management skills, and employable soft skills that enable students to function effectively as providers and consumers of goods and services. The critical and creative thinking skills promoted in FACS prepares students to solve complex problems in the diverse environments of a global economy. Family and Consumer Sciences courses 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. Students develop employment and career plans with a focus on accountability, as they learn to accept responsibility for actions and personal success.

Family and Consumer Science offers sequential career focus programs of study in multiple pathways correlated to all relevant national standards. Students are encouraged to obtain state and/or national certifications in conjunction with FACS programs.

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, following the guidelines, goals, and objectives of the district, state and national organization. <http://fcclainc.org>

The Pre-Educator program of study shall utilize FCCLA as the CTSO. An Educators Rising chapter may also be chartered annually. For the Foundations of Teaching and Methods of Teacher Instruction courses taught by a licensed teacher other than FACS, an Educators Rising chapter should be chartered annually. Cosmetology programs shall affiliate annually as part of a SkillsUSA student organization. <https://www.educatorsrising.org/>

Middle Level Courses

Course Code	Course Name	Credit	7th	8th	9th	10th	11th	12th
399080	Family & Consumer Science Investigations	N/A	X	X				
399260	Exploring Personal Finance	N/A	X	X				
399090	Leadership & Service Learning	N/A	X	X				

Pathways and Programs of Study by Career Cluster

Arts, AV Technology, & Communications

Pathway: Visual Arts

If not currently offering this program, a new program start-up application is required for approval to offer the Clothing and Housing Design Program of Study and for possible funding of minimum of equipment needed to teach the program of study.

Program of Study	Level 1	Level 2	Level 3
Clothing and Housing Design	1. Family and Consumer Sciences (493080)	1. Fashion and Interior Design (490890)	1. Advanced Fashion and Interior Design (490900)
Certifications:	1. CPR/First Aid 2. iCEV - Texas Tech University Personal Financial Literacy	1. Chief Architect Certified Apprentice-Interior Design 2. Adobe Illustrator	1. Chief Architect Certified Apprentice-Interior Design 2. Adobe Illustrator

Education and Training Cluster -Planning, managing, and providing education and training services and related support services.

Pathway: Teaching and Training

** If not currently offering this program, a new program start-up application is required for approval to offer the Pre-Educator Program of Study and for possible funding of minimum of equipment needed to teach the program of study.*

Program of Study	Level 1	Level 2	Level 3	Level 4 (Optional)
Pre-Educator	1. Life Span Development (493020)	1. Foundations of Teaching (493240) 2. Teacher Cadet I (497100) 3. Concurrent Credit Foundations of Teaching (590230)	1. Methods of Teacher Instruction (493290) 2. Teacher Cadet II (497110) 3. Concurrent Credit Methods of Teacher Instruction (590520)	1. Youth Apprenticeship (490270) 2. Career Practicum (490660)
Certifications:	1. CPR/First Aid		1. Certified Teaching Assistant 2. ParaPro Praxis	

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

Pathway: Restaurant and Food and Beverage Services

If not currently offering this program, a new program start-up application is required for approval to offer the Culinary Arts and Food Production, Management, and Services Program of Study and for possible funding of minimum of equipment needed to teach the program of study.

Program of Study	Level 1	Level 2	Level 3
Culinary Arts And Food Production, Management, and Services	1. Food Safety and Nutrition (493110)	1. Culinary I (493260) 2. Concurrent Credit Culinary Arts I (592150) 3. Food Production, Management, and Services (493120) 4. Concurrent Credit Food Production, Management and Services (590280)	1. Culinary II (493270) 2. Concurrent Credit Culinary Arts II (592160) 3. Hospitality Administration** (492250) And Arkansas Hospitality and Tourism ** (492230) 4. Youth Apprenticeship (490280) 5. Career Practicum (490670)
Certifications:	1. ServSafe Food Handler	1. ServSafe Manager 2. iCEV- American Meat Science Association (AMSA) Culinary Meat Selection & Cookery Certification	1. ProStart 2. ServSafe Manager 3. AHLEI Certified Guest Service Professional (CGSP®) 4. AHLEI Certified Front Desk Representative (CFDR)

***Business Education courses-taught by teacher with Business Licensure or through Virtual Arkansas.**

Human Services -This cluster prepares individuals for employment in career pathways that relate to families and human needs.

Pathway: Consumer Services

* If not currently offering this program, a new program start-up application is required for approval to offer the Consumer Services Program of Study and for possible funding of minimum of equipment needed to teach the program of study.

Program of Study	Level 1	Level 2	Level 3
Consumer Services	1. Family and Consumer Sciences (493080)	1. Consumer Services (493310)	1. Advanced Consumer Services (490910) 2. Youth Apprenticeship (490290) 3. Career Practicum (490680)
Certifications:	1. CPR/First Aid 2. iCEV - Texas Tech University Personal Financial Literacy	1. W!\$E Financial Literacy Certification 2. Ever-FI	1. National Retail Federation Customer Service & Sales Certified Specialist 2. OSHA 10 3. ServSafe Food Handler and/or Manager (if you have a Food Based School Enterprise) 4. Microsoft Office Specialist

Pathway: Family and Community Services

* If not currently offering this program, a new program start-up application is required for approval to offer the Human and Social Services Program of Study and for possible funding of minimum of equipment needed to teach the program of study. ***If adding the Child Care Guidance, Management, and Services course, a new program start-up application is required for approval to teach the course and possible funding of minimum equipment needed to teach Child Care Guidance, Management, and Services. Please indicate on the application-adding course.***

Program of Study	Level 1	Level 2	Level 3
Human & Social Services	1. Family and Consumer Sciences (493080)	1. Life Span Development (493020)	1. Dynamics of Human Relationships (493150) 2. Child Care Guidance, Management, and Services (493010) 3. Youth Apprenticeship (490290) 4. Career Practicum (490680)
Certifications:	1. CPR/First Aid 2. ServSafe Food Handler 3. iCEV - Texas Tech University Personal Financial Literacy	1. Child and Infant CPR/First Aid	1. Child Care Aid 2. Child Care Assistant 3. Child Care Teacher 4. Microsoft Office Specialist

Pathway: Family and Community Services

* If not currently offering this program, a new program start-up application is required for approval to offer the Nutrition Science and Dietetics Program of Study and for possible funding of minimum of equipment needed to teach the program of study. ***If adding Chemistry of Food and/or Advanced Nutrition & Dietetics courses, a new program start-up application is required for approval to teach the courses and possible funding of minimum equipment needed to teach Chemistry of Foods. Please indicate on the application-adding course.***

Program of Study	Level 1	Level 2	Level 3
Nutrition Science And Dietetics	1. Family and Consumer Sciences (493080)	1. Food Safety & Nutrition (493110)	1. Life and Fitness Nutrition (493200) 2. Advanced Nutrition & Dietetics (493340) 3. Chemistry of Foods (493130) 4. Youth Apprenticeship (490290) 5. Career Practicum (490680)
Certifications:	1. CPR/First Aid 2. Broad Field Family and Consumer Sciences Pre-PAC (AAFCS) 3. iCEV - Texas Tech University Personal Financial Literacy	1. ServSafe Food Handler	1. Nutrition, Food, and Wellness Pre-PAC (AAFCS) 2. Auburn Dietary Manager Certification

Pathway: Personal Care Services

Program of Study	Level 1	Level 2 and Level 3
Cosmetology	1. Cosmetology I (494550)	1. Cosmetology II (2 credits) (494570)
Certifications:		

****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

MIDDLE LEVEL COURSES

399260 Exploring Personal Finance

Credit: 0 Grade Levels: 7-8

Exploring Personal Finance is a middle level course 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.

399080 Family & Consumer Science Investigation (Family CSI)

Credit: 0 Grade Levels: 7-8

Family and Consumer Science Investigation is a one semester course that emphasizes introductory competencies related to personal development, communication, relationships, home environment, nutrition and wellness, food safety and preparation, resource management, child development, and clothing. Students will have an opportunity to fully participate in the CTSO activities of Family, Career, and Community Leaders of America. Upon completion of this course, students will gain skills that will enable them to function more effectively as an employee, family member, community leader, and productive citizen. **In kitchen labs areas, kitchens should be limited to 3-5 students for safety purposes.**

399090 Leadership & Service Learning (7-8)

Credit: 0 Grade Levels: 7-8

Leadership and Service Learning emphasizes the importance of leadership skills, volunteerism, and professionalism in the development of personal qualities. This course focuses on the benefits of community service, leadership roles, and civic responsibilities. Course projects and activities incorporate and reinforce academic skills such as language arts, math, and science. Students are encouraged to explore areas of critical and creative thinking, responsibility, and cultural awareness as they relate to character development. The use of current technology enhances communication skills and promotes professionalism.

HIGH SCHOOL COURSES

Advanced Fashion and Interior Design

Course Code: 490900

Credit: 1 Grade Levels: 11-12

Prerequisite: Fashion and Interior Design (490890)

Students in Advanced Fashion and Interior Design will develop necessary skills for the management and construction of commercial building, industrial garment construction and related projects. Basic construction techniques are integrated throughout the course in various projects. One or more advanced level projects will create projects using correct construction techniques and commercial interior design skills. Students will have in-depth experiences using advanced sewing techniques, such as pattern alterations exploring seams and constructions, use of facing and advanced hand stitching techniques and the use of advanced technology. The student will also develop skills for understanding commercial regulations pertaining to interior design. Upon completion of this course, students should master knowledge and skills needed for designing and constructing projects in both the fashion and interior design industry as well as develop a professional portfolio.

Advanced Consumer Services

Course Code: 490910

Credit: 1 Grade Levels: 11-12

Prerequisite: Consumer Services (493310)

The Advanced Consumer Services course 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 its inception as an entrepreneurial idea. By using technology, students will learn to evaluate information that will attract and retain customers, provide customer satisfaction, and apply principles and processes to meet customer's expectations. Students will learn to use business procedures and apply them in the school based enterprise work experience. As an enrichment activity, students are encouraged to launch their own entrepreneurial effort outside the school-based enterprise.

Students will participate in a school-based business enterprise.

Advanced Nutrition and Dietetics

Course Code: 493340

Credit: 1 Grade Levels: 11-12

Prerequisite: Food Safety and Nutrition (493110)

Advanced Nutrition and Dietetics emphasizes the profession of nutrition and dietetics, the professional role of the dietitian, and career opportunities in nutrition and dietetics. The student will explore nutritive processes, nutritional needs for various stages of the life cycle, therapeutic diets, dietary modifications, and timely nutrition-related issues. Students use critical thinking skills to investigate scientific, consumer oriented, and global aspects of nutrition, as well as programs, policies, and institutions that influence nutrition services at the local, state, and national levels. Laboratory instruction and work-based learning opportunities are throughout the course curriculum.

In kitchen labs areas, kitchens should be limited to 3-5 students for safety purposes.

Chemistry of Food

Course Code: 493130

Credit: 1 Grade Levels: 11-12

Prerequisite: Food Safety and Nutrition (493110)

Chemistry of Foods focuses on the scientific method to study the various relationships between food science, nutrition, and food preparation. Laboratory skills 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. Students investigate career possibilities as well as up to date information regarding technological advances and future trends in food preparation, preservation, evaluation, and utilization of food.

In kitchen labs areas, kitchens should be limited to 3-5 students for safety purposes.

Child Care Guidance, Management, & Services

Course Code: 493010

Credit: 1 Grade Levels: 11-12

Prerequisite: Lifespan Development (493020)

This course provides students with information and experiences in the occupational field of childcare guidance, management and services. Employment opportunities include childcare and guidance, early childhood education, foster care, family day care, and teacher assistants. Emphasis in this course is given to development of competencies related to FCCLA, employability, understanding the child care profession, child development, health and safety of children, guiding children's behavior, guiding special needs children, planning and management of a child care program and facility, and the effect of technology in child care and guidance management and services. Upon successful completion of this course, students may apply for state certification as childcare teacher, childcare assistant, or childcare aide. The level of certification depends on the number of FACS courses taken in the childcare program of study.

Special Notes –

The course requires a minimum of 40 hours of hands-on practicum in a childcare facility. Students should be at least sixteen (16) years of age before participating in the practicum. Background checks are required before students can participate in the practicum.

Consumer Services

Course Code: 493310

Credit: 1 Grade Levels: 10-12

Prerequisite: Family and Consumer Science (493080)

Consumer Services is a course that introduces applications with a consumer service industry. Students will obtain a broad-based knowledge in consumer products and industry equipment in order to obtain and maintain a profession in consumer services, to allow demonstration of product/equipment features and associated uses, to read and understand current research information to include in presentations to consumers, and to recognize and apply current ethical and legal practices in consumer services. Course content includes using technology to manage various aspects of consumer services to meet consumer expectations and to utilize consumer information and resources.

Cosmetology I Course

Code: 494550

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.

Cosmetology II

Course Code: 494570

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.

Cosmetology Lab

Course Code: 494560

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.

Culinary Arts I Course

Code: 493260

Credit: 1 Grade Levels: 10-12

Prerequisite: Food Safety and Nutrition (493110)

Culinary Arts I is a one-year course designed to expand students' knowledge in the culinary arts profession. The course emphasizes the study of kitchen staples, principles of cooking, soups, stocks and sauces, dairy products, eggs, fruit and vegetables, grains and pasta cookery, meat cookery and principles of baking. Upon completion of this course, students should have attained basic skills needed for entry-level employment in the food service industry, customer relations, purchasing and storage of foods, cooking techniques and principles of baking.

Special Notes – Commercial kitchen and equipment are required for this program of study. In kitchen labs areas, kitchens should be limited to 3-5 students for safety purposes.

Culinary Arts II Course

Code: 493270

Credit: 1 Grade Levels: 10-12

Prerequisite: Culinary Arts I (493260)

Culinary Arts II is a one-year course designed to expand students' knowledge in the culinary arts profession. Emphasis is on the study of sauces, garde-manger, advanced meat preparation, advanced poultry preparation, fish and shellfish, candy making, chocolate, advanced baking and pastries, plating, presentation and garnishing, and career opportunities. Upon completion of this course, students should have obtained the basic skills needed for employment in the food service industry or further education in culinary arts.

Special Notes – Commercial kitchen and equipment are required for this program of study. In kitchen labs areas, kitchens should be limited to 3-5 students for safety purposes.

Dynamics of Human Relationships

Course Code: 493150

Credit: 1 Grade Levels: 11-12

Prerequisite: Lifespan Development (493020)

Dynamics of Human Relationships focuses on the nature, function, and significance of human relationships within family, community and career settings. This course examines skills needed for positive and productive relationships. The course also includes the study of these relationships and their effects on an individual's life. The course includes the importance of mental wellness, positive coping techniques, and awareness of treatment options of mental illnesses. This course provides a foundation for all career areas that involve interacting with families, mental health and wellness, treatment team members, clients, patients, customers, and the public.

Family & Consumer Sciences Course

Code: 493080

Credit: 1 Grade Levels: 9-12

Prerequisite: None

Family and Consumer Science provides students with the basic information and skills needed to function effectively in the family and the workforce, within a complex and changing society. Emphasis is on the development of competencies related to Family, Career, and Community Leaders of America, individual and family relationships, healthy lifestyle choices; housing and interior design; garment care, selection and construction; the physical, emotional, social and intellectual development of children; nutrition, meal planning, food preparation and foodservice; home management, money management. Upon completion of this course, the student should have developed skills that promote a positive influence on the quality of life.

In kitchen labs areas, kitchens should be limited to 3-5 students for safety purposes.

Fashion and Interior Design

Course Code: 493890

Credit: 1 Grade Level: 10-12

Prerequisite: Family and Consumer Science (493080)

The Fashion and Interior Design course will assist students in developing skills necessary for personal fashion and residential interior design. The student will gain knowledge and industry necessary skills needed in the fashion and interior design career fields. The skills introduced and taught are clothing care and selection, characteristics of natural and synthetic fibers, types of fabric and fabric finishes, laws and regulations related to the clothing and textile industry, use and care of basic sewing supplies and equipment, fabric selection for clothing and housing materials, clothing construction techniques, and careers related to the fashion and textile industry. Students will also gain knowledge related to the basics of home design, materials used in home design and construction, home maintenance and safety, and careers in housing and interior design. Upon completion of this course, the student should acquire textile construction skills and design skills enabling them to advance to the next level in the fashion and interior design field.

Food Production, Management, & Services Course

Code: 493120

Credit: 1 Grade Levels: 10-12

Prerequisite: Food Safety and Nutrition (493110)

The Food Production, Management, and Services student develops skills related to employability, technology in food production, management, and services. Students practice current sanitation and safety guidelines. The course prepares students for following nutrition guidelines while menu planning. Students develop skills in the servicing of food, purchasing, receiving, and storing of food supplies. Instruction includes proper use, care, and storage of large and small commercial foodservice equipment.

Special Notes – Commercial kitchen and equipment are required for this program of study. In kitchen labs areas, kitchens should be limited to 3-5 students for safety purposes.

Food Safety & Nutrition**Course Code: 493110****Credit: 1 Grade Levels: 9-12****Prerequisites: None for Culinary Arts and Food Production, Management, and Services Family and Consumer Science (493080) for Nutrition Science and Dietetics Program of Study.**

This course focuses on the development of essential food safety practices needed to select, receive, store, prepare, and serve food, as well as the skills needed to select food that meets nutritional needs of individuals and families. Students will learn to create and implement an environment of food safety procedures based on the latest FDA Food Code and local regulations. This course gives emphasis to the development of competencies related to nutrition, weight control, the food consumer, the effect of technology on food and nutrition, and food preparation skills. With completion of this course, students should be able to apply sound sanitation practices, to apply sound nutritional practices for positive effect on their health, and food preparation skills necessary in various aspects of the food industry.

In kitchen labs areas, kitchens should be limited to 3-5 students for safety purposes.

Foundations of Teaching Course**Code: 493240****Credit: 1 Grade Levels: 10-12****Prerequisite: Lifespan Development (493020)**

Foundations of Teaching is a one-year course designed to provide students with information and experiences in the field of education. Students will plan and direct individualized instruction and group activities, prepare instructional materials, assist with record keeping, make physical arrangements, and experience other responsibilities of classroom teachers. Students are involved in observations as well as direct student instruction; placement rotations are utilized to allow students to have experiences in various education career roles, grade levels, subject areas, and ability groups. Upon completion of the course, students should have identified areas of special interest that may be pursued further, have a better understanding of the teaching profession, and have enhanced employability skills which will be of benefit regardless of the occupation or career in which employed. **Teacher Cadet Curriculum and Educator Rising Curriculum may be used to assist in teaching the standards.**

Special Notes: A forty (40) hour practicum is required for the course.

Leadership & Service Learning (9-12)**Course Code: 493160****Credit: .5 Grade Levels: 9-12**

Leadership and Service Learning emphasize the importance of leadership skills, volunteerism and professionalism in the development of personal qualities. This course focuses on the benefits of community service, leadership roles and civic responsibilities. Course projects and activities incorporate and reinforce academic skills such as math and science. Students are encouraged to explore areas of critical and creative thinking, responsibility, and cultural awareness as they relate to character development. The use of current technology enhances communication skills and promotes professionalism. **Does not count towards completer status.**

Lifespan Development Course**Code: 493020****Credit: 1 Grade Levels: 9-12****Prerequisites: None for Pre-Educator Program of Study****Family and Consumer Science (493080) for Human and Social Services Program of Study-both Level 3 options.**

Lifespan Development focuses on skills needed to guide the physical, cognitive/intellectual, emotional, and social development of children. This course focuses on development of career-ready skills related to pregnancy and prenatal development, types and stages of child growth and development, needs of children, factors influencing the behavior of children, children with special needs, coping with crises, the effects of technology on child development, and careers related to the area of child development. Students will also gain knowledge and skills of the parenting process and parenting skills, costs related to raising children, resources available to parents, and factors to consider when selecting childcare and education options. Lifespan Development will benefit anyone who lives with, associates with, or works with children in various career fields.

Life and Fitness Nutrition Course

Code: 493200

Credit: 1 Grade Levels: 11-12

Prerequisite: Food Safety and Nutrition (493110)

Life Fitness Nutrition is a Level 3 course in the Nutrition Science and Dietetics program of study. It enables students to analyze the interaction of nutrition, foods, and fitness for overall wellness. In this course, students will develop nutrition and fitness habits to make wise decisions regarding healthy living. Students will develop higher order thinking skills and academic skills in the areas of math, science, language arts, and social studies through the evaluation of relevant nutrition and wellness information. The course is for students with interests in health and wellness, fitness, and foods and nutrition related career pathways. **In kitchen labs areas, kitchens should be limited to 3-5 students for safety purposes.**

Methods of Teaching Instruction Course

Code: 493290

Credit: 1 Grade Levels: 11-12

Prerequisite: Foundations of Teaching (493240)

Methods of Teacher Instruction 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. **Teacher Cadet Curriculum and Educator's Rising Curriculum may be used to assist in teaching the standards.**

Personal Finance

Course Code: 491990

Credit: .5 Grade Levels: 10-12

This course designed to increase financial literacy and prepare students to manage financial resources successfully. This course also focuses on the individual's role and financial responsibilities as a student, citizen, consumer, and active participant in the business world. Emphasis is placed on activities and competitions within career and technical student organizations (i.e., FBLA, FCCLA, and DECA). **Does not count towards completer status.**