Career, Technical and Agricultural Education (CTAE)

Pathway and Course Catalog
SY 2015-2016

(Revised: July 21, 2015)

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- Industry Fundamentals and Occupational Safety
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Career Cluster: Architecture and Construction
Pathway: *Carpentry*
Foundation Course: **Industry Fundamentals & Occupational Safety**
Course Number: 46.54500

Course Description:

This course is designed as the foundational course in the Carpentry, Plumbing, Electrical, Masonry, Machining, Welding, Sheet Metal, Heating, Ventilation, Air Conditioning and Refrigeration, and HVACR Electrical pathways to prepare students for pursuit of any career in construction. The course prepares the trainee for the basic knowledge to function safely on or around a construction site and in the industry in general and will provide the trainee with the option for an Industry Certification in the Construction Core.

Pre-requisite for this course is advisor approval.

Career Cluster: Architecture and Construction
Pathway: *Carpentry*
2nd Course: **Introduction to Construction**
Course Number: 46.54600

Course Description:

This course is preceded by the Occupational Safety and Fundamentals course. This course offers an opportunity for students to build on their knowledge and skills developed in Industry Fundamentals and Occupational Safety. It introduces them to four construction craft areas and is also the second step towards gaining a Level One Industry Certification in one of the craft areas. The goal of this course is to introduce students to the history and traditions of the carpentry, masonry, plumbing, and electrical craft trades. Students will explore how the various crafts have influenced and been influenced by history. The student will also learn and apply knowledge of the care and safe use of hand and power tools as related to each trade. In addition, students will be introduced to and develop skills to differentiate between blueprints related to each individual craft area.

Career Cluster: Architecture and Construction
Pathway: *Carpentry*
3ʳᵈ Course: **Carpentry I**
Course Number: **46.55000**

Course Description:

This course is preceded by Introduction to Construction and is the third of three courses that provides the student a solid foundation in carpentry skills and knowledge. As the third step in gaining a Level One Industry Certification in Carpentry, the course provides an overview of the building materials used in the carpentry craft, as well as teaching techniques for reading and using blueprints and specifications related to the carpentry craft. The course provides specific knowledge and skills in site layout and floor and wall framing systems, and includes basic industry terminology for a carpentry craftsperson.

Arts, A/V Technology and Communications

Cluster Pathways:

- ➢ **Audio-Video Technology and Film**
- ➢ **Graphic Communication**
- ➢ **Graphic Design**

Pathway: Audio-Video Technology and Film

- • Audio-Video Technology and Film I
- • Audio-Video Technology and Film II
- • Audio-Video Technology and Film III

Career Cluster:	Arts, Audio-Video Technology & Communications
Pathway:	*Audio-Video Technology & Film*
Foundation Course:	Audio & Video Technology & Film I
Course Number:	10.51810

Course Description:

This course will serve as the foundational course in the Audio & Video Technology & Film pathway. The course prepares students for employment or entry into a postsecondary education program in the audio and video technology career field. Topics covered may include, but are not limited to: terminology, safety, basic equipment, script writing, production teams, production and programming, lighting, recording and editing, studio production, and professional ethics. Skills USA, the Georgia Scholastic Press Association, Technology Student Association (TSA) and Student Television Network are examples of, but not limited to, appropriate organizations for providing leadership training and/or for reinforcing specific career and technical skills and may be considered an integral part of the instructional program. All material covered in Audio & Video Technology & Film I will be utilized in subsequent courses.

The pre-requisite for this course is advisor approval.

Career Cluster:	Arts, Audio-Video Technology & Communications
Pathway:	*Audio-Video Technology & Film*
2nd Course:	Audio Video Technology and Film II
Course Number:	10.51910

Course Description:

This one credit course is the second in a series of three that prepares students for a career in Audio Video Technology and Film production and/or to transfer to a postsecondary program for further study. Topics include Planning, Writing, Directing and Editing a Production; Field Equipment Functions; Operational Set-Up and Maintenance; Advanced Editing Operations;

Studio Productions; Performance; Audio/Video Control Systems; Production Graphics; Career Opportunities; and Professional Ethics. Skills USA, the Georgia Scholastic Press Association, Technology Student Association (TSA) and Student Television Network are examples of, but not limited to, appropriate organizations for providing leadership training and/or for reinforcing specific career and technical skills and may be considered an integral part of the instructional program.

Career Cluster: Arts, Audio-Video Technology & Communications
Pathway: *Audio-Video Technology & Film*
3rd Course: **Audio Video Technology and Film III**
Course Number: **10.52010**

Course Description:

This one-credit transition course is designed to facilitate student-led projects under the guidance of the instructor. Students work cooperatively and independently in all phases of production. Skills USA, the Georgia Scholastic Press Association, Technology Student Association (TSA), and Student Television Network are examples of, but not limited to, appropriate organizations for providing leadership training and/or for reinforcing specific career and technical skills and may be considered an integral part of the instructional program.

Pathway: Graphic Communication

- Introduction to Graphics and Design
- Graphic Design and Production
- Advanced Graphic Output Processes

Career Cluster: Arts, AV Technology and Communications
Pathway: *Graphic Communication Pathway*
Foundation Course: **Introduction to Graphics and Design**
Course Number: **48.56100**

Course Description:

This course is designed as the foundational course for both the Graphics Production and Graphics Design pathways. The Graphics and Design course provides students with the processes involved in the technologies of printing, publishing, packaging, electronic imaging, and their allied industries. In addition, the Graphics and Design course offers a range of cognitive skills, aesthetics, and crafts that includes typography, visual arts, and page layout.

Pre-requisite for this course is adviser approval.

Career Cluster: Arts, AV Technology and Communications
Pathway: *Graphic Communication Pathway*
2nd Course: Graphic Design and Production
Course Number: 48.56200

Course Description:

As the second course in the Graphics Communication and Graphics Design Pathways, this course builds on knowledge and skills learned in the Introduction to Graphics and Design course and focuses on procedures commonly used in the graphic communication and design industries. Students will gain more experience in creative problem solving and the practical implementation of those solutions across multiple areas of graphic design and graphic communications.

The prerequisite for this course is Introduction to Graphics and Design.

Career Cluster: Arts, AV Technology and Communications
Pathway: *Graphic Communication Pathway*
3rd Course: Advanced Graphic Output Processes
Course Number: 48.57000

Course Description:

As the third course in the Graphics Communication Pathway, students will gain more advanced levels of experience to complete the output processes of various projects in an increasingly independent manner. Students also learn to manage the output and completion process as a whole including customer relations management, printing, finishing, and binding. Students will continue to accumulate work samples that will constitute their personal portfolio. Upon successful completion of the course, students are prepared to move into employment or a post-secondary educational environment where self-motivation and a high level of skill are expected. This is the final course in the Graphic Communication Pathway.

The prerequisite for this course is Graphic Design and Production.

Pathway: Graphic Design

- Introduction to Graphics and Design
- Graphic Design and Production
- Advanced Graphic Design

Career Cluster: Arts, AV Technology and Communications
Pathway: *Graphic Design Pathway*
Foundation Course: Introduction to Graphics and Design
Course Number: 48.56100

Course Description:

This course is designed as the foundational course for both the Graphics Production and Graphics Design pathways. The Graphics and Design course provides students with the processes involved in the technologies of printing, publishing, packaging, electronic imaging, and their allied industries. In addition, the Graphics and Design course offers a range of cognitive skills, aesthetics, and crafts that includes typography, visual arts, and page layout.

Pre-requisite for this course is adviser approval.

Career Cluster: Arts, AV Technology and Communications
Pathway: *Graphic Design Pathway*
2ⁿᵈ Course: **Graphic Design and Production**
Course Number: **48.56200**

Course Description:

As the second course in the Graphics Communication and Graphics Design Pathways, this course builds on knowledge and skills learned in the Introduction to Graphics and Design course and focuses on procedures commonly used in the graphic communication and design industries. Students will gain more experience in creative problem solving and the practical implementation of those solutions across multiple areas of graphic design and graphic communications.

The prerequisite for this course is Introduction to Graphics and Design.

Career Cluster: Arts, AV Technology and Communications
Pathway: *Graphic Design Pathway*
3ʳᵈ Course: **Advanced Graphic Design**
Course Number: **48.52800**

Course Description:

Students will continue to explore in an increasingly independent manner, the principles of design and layout procedures relating to the field of graphic design. Content will cover electronic systems and software programs used in graphic design, page composition, image conversion, and digital printing. Knowledge and skills in digital design and imaging will be enhanced through experiences that simulate the graphic design industry and school-based and work-based learning opportunities. This is the final course in the Graphic Design pathway.

Business Management and Administration

Cluster Pathways:
- ➢ **Business and Technology**
- ➢ **Entrepreneurship**

Pathway: Business and Technology
- • Introduction to Business and Technology
- • Business and Technology
- • Business Communications

Career Cluster: Business Management & Administration
Pathway: _Business & Technology Pathway_
Foundation Course: Introduction to Business & Technology
Course Number: 07.44130

Course Description
Introduction to Business & Technology is the foundational course for Administrative Support, Small Business Development, and Human Resources Management pathways. The course is designed for high school students as a gateway to the career pathways above, and provides an overview of business and technology skills required for today's business environment. Knowledge of business principles, the impact of financial decisions, and technology proficiencies demanded by business combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills required for all career pathways. Students will learn essentials for working in a business environment, managing a business, and owning a business. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready. Introduction to Business & Technology is a course that is appropriate for all high school students. After mastery of the standards in this course, students should be prepared to earn an industry recognized credential: Microsoft Office Specialist for Word Core Certification. The pre-requisite for this course is advisor approval.

Career Cluster: Business Management & Administration
Pathway: *Business & Technology Pathway*
2nd Course: **Business and Technology**
Course Number: 07.44100

Course Description:

How is technology used to solve business problems and communicate solutions? Business and Technology is designed to prepare students with the knowledge and skills to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Mastery use of spreadsheets and the ability to apply leadership skills to make informed business decisions will be a highlight of this course for students. Publishing industry appropriate documents to model effective communication and leadership will be demonstrated through project based learning. Students will use spreadsheet and database software to manage data while analyzing, organizing and sharing data through visually appealing presentation.

Various forms of technologies will be used to expose students to resources, software, and applications of business practices. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Business and Technology is the second course in the Business and Technology pathway in the Business Management and Administration cluster. Students enrolled in this course should have successfully completed Introduction to Business and Technology.

Career Cluster: Business Management & Administration
Pathway: *Business & Technology Pathway*
3rd Course: **Business Communications**
Course Number: 07.45100

Course Description:

What message are you sending when you speak, write, and listen? As one of the most important skills for employers, students will explore the value of communication in their personal and professional life. The digital presence and impact of written and visual communication in a technological society will be addressed. Students will create, edit, and publish professional-appearing business documents with clear and concise communication. Creative design, persuasive personal and professional communications will be applied through research, evaluation, validation, written, and oral communication. Leadership development and teamwork skills will be stressed as students work independently and collaboratively. Presentation skills will be developed and modeled for students master presentation software in this course.

Various forms of technologies will be used to expose students to resources, software, and applications of communications. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Business Communications is the third course in the Business and Technology pathway in the Business Management and Administration cluster. Students enrolled in this course should have successfully completed Introduction to Business and Technology and Business and Technology. After mastery of the standards in this course, students should be prepared to take the end of pathway assessment in this career area.

Pathway: Entrepreneurship

- Introduction to Business and Technology
- Legal Environment of Business
- Entrepreneurship

Career Cluster: Business Management & Administration
Pathway: *Entrepreneurship Pathway*
Foundation Course: **Introduction to Business & Technology**
Course Number: 07.44130

Course Description

Introduction to Business & Technology is the foundational course for Administrative Support, Small Business Development, and Human Resources Management pathways. The course is designed for high school students as a gateway to the career pathways above, and provides an overview of business and technology skills required for today's business environment. Knowledge of business principles, the impact of financial decisions, and technology proficiencies demanded by business combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills required for all career pathways. Students will learn essentials for working in a business environment, managing a business, and owning a business. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready. Introduction to Business & Technology is a course that is appropriate for all high school students. After mastery of the standards in this course, students should be prepared to earn an industry recognized credential: Microsoft Office Specialist for Word Core Certification. The pre-requisite for this course is advisor approval.

Career Cluster: Business Management & Administration
Pathway: *Entrepreneurship Pathway*
2nd Course: **Legal Environmental of Business**
Course Number: 06.41500

Course Description:

Legal Environment of Business addresses statutes and regulations affecting businesses, families, and individuals. All students will benefit with the knowledge of business law as they will eventually assume roles as citizens, workers, and consumers in their communities and in society at large.

Students will get an overview of business law while concentrating on the legal aspects of business ownership and management. Legal issues addressed include court procedures, contracts, torts, consumer law, employment law, environmental law, international law, ethics, and the role of the government in business. Students will not only understand the concepts, but will also apply their knowledge to situations and defend their actions, decisions, and choices.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are expanded in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout this course to demonstrate skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills and content standards of this course.

Legal Environment of Business is the second course in the Entrepreneurship and Human Resources Management pathway in the Business Management & Administration Cluster. Students enrolled in this course should have successfully completed the first course in the pathway Introduction to Business & Technology.

Career Cluster: Business Management & Administration
Pathway: *Entrepreneurship Pathway*
3rd Course: **Entrepreneurship**
Course Number: **06.41600**

Course Description:

How do you turn an idea into a business? Experience just that in this course! Entrepreneurship focuses on recognizing a business opportunity, starting a business, operating and maintaining a business. Students will be exposed to the development of critical thinking, problem solving, and innovation in this course as they will either be the business owner or individuals working in a competitive job market in the future. Integration of accounting, finance, marketing, business management, legal and economic environments will be developed throughout projects in this course. Working to develop a business plan that includes structuring the organization, financing the organization, and managing information, operations, marketing, and human resources will be a focus in the course. Engaging students in the creation and management of a business and the challenges of being a small business owner will be fulfilled in this course.

Various forms of technologies will be used to expose students to resources and application of business principles for starting, operating and maintaining a business. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Entrepreneurship is the third course in the pathway in the Business Management & Administration Cluster. Students enrolled in this course should have successfully completed Introduction to Business & Technology and Legal Environment of Business. After mastery of the standards in this course, students should be prepared to take the end of pathway assessment in this career area.

Education and Training

Cluster Pathways:

➢ **Teaching as a Profession**

Pathway: Teaching as a Profession

- Examining the Teaching Profession
- Contemporary Issues in Education
- Teaching as a Profession Practicum

Career Cluster: Education & Training
Pathway: *Teaching as a Profession Pathway*
Foundation Course: **Examining the Teaching Profession**
Course Number: 13.01100

Course Description:

The Examining the Teaching Profession is the foundational course under the Teaching as a Profession pathway and prepares students for future positions in the field of education. Teaching as a Profession students study, apply, and practice the use of current technologies, effective teaching and learning strategies, the creation of an effective learning environment, the creation of instructional opportunities for diverse learners and students with special needs, and plan instruction based on knowledge of subject matter, students, community, and curriculum performance standards.

Pre-requisite for this course is adviser approval.

Career Cluster: Education & Training
Pathway: *Teaching as a Profession*
2nd Course: **Contemporary Issues in Education**
Course Number: 13.01200

Course Description:

This course engages the candidate in observations, interactions, and analyses of critical and contemporary educational issues. The candidate will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States and actively examines the teaching profession from multiple vantage points both within and outside of the school. Against this backdrop, the candidate will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. (Mastery of standards through project based learning, technical skills practice, and leadership development activities of the career and technical student

organization Future Educators of America (FEA) will provide students with a competitive edge for either entry into the education global marketplace and/or the post-secondary institution of their choice to continue their education and training).

Career Cluster: Education & Training
Pathway: *Teaching as a Profession*
3rd Course: **Teaching as a Profession Practicum**
Course Number: 13.01300

Course Description:

The practicum offers a candidate in the Teaching as a Profession career pathway a field experience under the direct supervision of a certified teacher (mentor teacher). The practicum stresses observing, analyzing and classifying activities of the mentor teacher and comparing personal traits with those of successful teachers. The candidate intern will develop a portfolio of their skills, plan and teach a lesson or lessons, understand and practice confidentiality as it pertains to the teaching profession, meet the needs of students with special needs, maintain the safety of the students, practice professionalism, and demonstrate ethical behavior.

Mastery of standards through project based learning, technical skills practice, and leadership development activities of the career and technical student organization Future Educators of America (FEA) or Family, Career & Community Leaders of America (FCCLA) will provide students with a competitive edge for either entry into the education global marketplace and/or the post-secondary institution of their choice to continue their education and training.

Energy

Pathway: Energy Systems

- Foundations of Energy Technologies
- Energy and Power Technology
- Appropriate and Alternative Energy Technologies

Career Cluster: Energy
Pathway: *Energy Systems*
Foundation Course: **Foundations of Energy & Power Technologies**
Course Number: **49.53700**

Course Description:

This introductory course is designed to allow students to develop a broad understanding of the energy industry including infrastructure, generation, transmission and distribution of nonrenewable, renewable, and inexhaustible energy sources. Energy sources will be researched to include the regional and global economic implications, environmental, and sustainability issues. Students will explore future trends of energy and power. Students will develop, through research, an alternative energy system that will demonstrate their understanding of a unique, as well as appropriate, approach to energy and power generation.

Career Cluster: Energy
Pathway: *Energy Systems*
2nd Course: **Energy & Power Technology**
Course Number: **21.45100**

Course Description:

This is an introductory course that explores the relationship between force, work, energy, and power. Students study the characteristics, availability, conversion, control, transmission, and storage of energy and power. Students will explore and apply the principles of electrical, fluid, and mechanical power. Students will research renewable, non-renewable, and inexhaustible resources and conservation efforts. Students will develop an awareness of the many careers that exist in energy and related technologies.

Career Cluster: Energy
Pathway: *Energy Systems*
3rd Course: **Appropriate & Alternative Energy Technologies**
Course Number: **21.45700**

Course Description:

This course will help students develop an understanding of the differences between nonrenewable, renewable, and inexhaustible energy sources and how these energy sources affect their world. Alternative energy sources will be researched to include the regional implications and economic, environmental, and sustainability issues. Students will evaluate the positive and negative impacts of nuclear power and its relevancy to various situations in today's society. Students will explore future trends of energy, power, and transportation. Students will develop, through research, an alternative energy system that will demonstrate their understanding of a unique, as well as appropriate, approach to energy generation.

Finance

Cluster Pathways:
- **Business Accounting**
- **Financial Services**

Pathway: Business Accounting
- Introduction to Business and Technology
- Financial Literacy
- Principles of Accounting I

Career Cluster: Finance
Pathway: *Business Accounting*
Foundation Course: Introduction to Business & Technology
Course Number: 07.44130

Course Description:

Introduction to Business & Technology is the foundational course for Administrative Support, Small Business Development, and Human Resources Management pathways. The course is designed for high school students as a gateway to the career pathways above, and provides an overview of business and technology skills required for today's business environment. Knowledge of business principles, the impact of financial decisions, and technology proficiencies demanded by business combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills required for all career pathways. Students will learn essentials for working in a business environment, managing a business, and owning a business. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready. Introduction to Business & Technology is a course that is appropriate for all high school students. After mastery of the standards in this course, students should be prepared to earn an industry recognized credential: Microsoft Office Specialist for Word Core Certification. The pre-requisite for this course is advisor approval.

Career Cluster: Finance
Pathway: *Business Accounting*
2nd Course: **Financial Literacy**
Course Number: 07.42600

Course Description:

How money smart are you? Step into this course specifically designed for high school students to understand the importance of the financial world, including planning and managing money wisely. Areas of study taught through application in personal finance include sources of income, budgeting, banking, consumer credit, credit laws and rights, personal bankruptcy, insurance, spending, taxes, investment strategies, savings accounts, mutual funds and the stock market, buying a vehicle, and living independently. Based on the hands-on skills and knowledge applied in this course, students will develop financial goals, and create realistic and measurable objectives to be MONEY SMART! Through project-based learning activities and tasks, students will apply mathematical concepts in realistic scenarios and will actively engage by applying the mathematics necessary to make informed decisions related to personal finance. Financial Literacy places great emphasis on problem solving, reasoning, representing, connecting and communicating financial data.

Various forms of technologies and internet research will be highlighted to expose students to the resources available when managing personal financial goals. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Financial Literacy is the second course in the Business Accounting and Financial Services pathways in the Finance Cluster. Students enrolled in this course should have successfully completed Introduction to Business & Technology.

Career Cluster: Finance
Pathway: *Business Accounting*
3rd Course: **Principles of Accounting 1**
Course Number: 07.41100

Course Description:

Where does all the money go? As a person would not go to a foreign country and not learn the language, accounting is the "language of business." Principles of Accounting 1 is a skill-level course that is of value to all students pursuing a strong background in business, marketing, and management. Using financial information, students will learn how to make decisions about planning, organizing, and allocating resources using accounting procedures. Performing accounting activities for sole proprietorships and corporations following Generally-Accepted Accounting Procedures are included in the course. Students analyze business transactions and

financial statements, perform payroll, and evaluate the effects of transactions on the economic health of a business.

Various forms of technologies and internet research will be highlighted to expose students to the resources available when learning the language of business. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Principles of Accounting 1 may be the second course in the Advanced Business Pathway or the third course in the Business Accounting pathway in the Finance Cluster. Students enrolled in this course should have successfully completed Introduction to Business & Technology. If students are completing the Business Accounting pathway, successful completion of the Financial Literacy course prepares students to take an End of Pathway assessment in this career area.

Pathway: Financial Services
- Introduction to Business and Technology
- Financial Literacy
- Banking, Insurance, and Investing

Career Cluster: Finance
Pathway: *Financial Services*
Foundation Course: **Introduction to Business & Technology**
Course Number: **07.44130**

Course Description:
Introduction to Business & Technology is the foundational course for Administrative Support, Small Business Development, and Human Resources Management pathways. The course is designed for high school students as a gateway to the career pathways above, and provides an overview of business and technology skills required for today's business environment. Knowledge of business principles, the impact of financial decisions, and technology proficiencies demanded by business combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills required for all career pathways. Students will learn essentials for working in a business environment, managing a business, and owning a business. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-

curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready. Introduction to Business & Technology is a course that is appropriate for all high school students. After mastery of the standards in this course, students should be prepared to earn an industry recognized credential: Microsoft Office Specialist for Word Core Certification.

The pre-requisite for this course is advisor approval.

Career Cluster: Finance
Pathway: *Financial Services*
2nd Course: **Financial Literacy**
Course Number: **07.42600**

Course Description:

How money smart are you? Step into this course specifically designed for high school students to understand the importance of the financial world, including planning and managing money wisely. Areas of study taught through application in personal finance include sources of income, budgeting, banking, consumer credit, credit laws and rights, personal bankruptcy, insurance, spending, taxes, investment strategies, savings accounts, mutual funds and the stock market, buying a vehicle, and living independently. Based on the hands-on skills and knowledge applied in this course, students will develop financial goals, and create realistic and measurable objectives to be MONEY SMART! Through project-based learning activities and tasks, students will apply mathematical concepts in realistic scenarios and will actively engage by applying the mathematics necessary to make informed decisions related to personal finance. Financial Literacy places great emphasis on problem solving, reasoning, representing, connecting and communicating financial data.

Various forms of technologies and internet research will be highlighted to expose students to the resources available when managing personal financial goals. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Financial Literacy is the second course in the Business Accounting and Financial Services pathways in the Finance Cluster. Students enrolled in this course should have successfully completed Introduction to Business & Technology.

Career Cluster: Finance
Pathway: *Financial Services*
3rd Course: **Banking, Investing and Insurance**
Course Number: 07.43100

Course Description:

Explore the financial world as students dive into the main areas of financial services, including banking, investing, and insurance. Basics of banking and credit include a brief history of money and banking, negotiable instruments, creation of credit, and the function of banks. Methods for measuring the financial performance of financial institutions are analyzed. Students will be introduced to a variety of investment options and learn to determine the appropriate options for an investment goal. By analyzing financial reports and employing other tools to predict growth rates and return on investment, students will develop strategies to produce financial growth strategies for a business. Through projects, students will determine the risks faced by individuals and businesses and decide on the proper risk management techniques to mitigate those risks. Investigating both personal and business insurance products and deciding which products are suitable for a specific customer profile will be covered. Ethical issues and case studies involved in the financial services industry will be used to determine how industry regulations are developed. An investigation of careers in the financial services industry will be explored throughout this course. Concepts of this course will be enhanced by business partnerships with community financial institutions, investment firms, insurance companies, stock market simulations, guest speakers, virtual experiences, technology and field trips.

Various forms of technologies and internet research will be highlighted to expose students to the resources in the financial industry. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Banking, Investing, and Insurance is the final course in the Financial Services pathway in the Finance Cluster. Students enrolled in this course should have successfully completed Introduction to Business and Technology and Financial Literacy. After mastery of the standards in this course, students should be prepared to earn an industry-recognized credential in this career area.

Government and Public Administration

Pathway: JROTC – Army

- JROTC Army Leadership 1
- JROTC Army Leadership 2
- JROTC Army Leadership 3
- JROTC Army Leadership 4

Government & Public Administration

Career Cluster: Government and Public Administration
Pathway: *JROTC - Army*
Foundation Course: JROTC Army Leadership 1
Course Number: 28.03100

Course Description:

Career Cluster: Government and Public Administration
Pathway: *JROTC - Army*
Foundation Course: JROTC Army Leadership 2
Course Number: 28.03200

Course Description:

Career Cluster: Government and Public Administration
Pathway: *JROTC - Army*
Foundation Course: JROTC Army Leadership 3
Course Number: 28.03300

Course Description:

Career Cluster: Government and Public Administration
Pathway: *JROTC - Army*
Foundation Course: JROTC Army Leadership 4
Course Number: 28.03400

Course Description:

Health Science

Cluster Pathways:
➢ **Biotechnology Research and Development**
➢ **Therapeutic Services / Allied Health and Medicine**
➢ **Therapeutic Services / Emergency Medical Responder**
➢ **Therapeutic Services / Patient Care**
➢ **Therapeutic Services / Public Health**
➢ **Therapeutic Services / Sports Medicine**

Pathway: Biotechnology Research and Development
- Introduction to Healthcare Science
- Essentials of Biotechnology
- Applications of Biotechnology

Career Cluster: Health Science
Pathway: *Biotechnology Research and Development*
Foundation Course: **Introduction to Healthcare Science**
Course Number: 25.52100

Course Description:
Introduction to Healthcare Science is the foundational course for all Health Science pathways and is a prerequisite for all other Healthcare Science pathway courses. This course will enable students to receive initial exposure to the many Healthcare Science careers as well as employability, communication, and technology skills necessary in the healthcare industry. The concepts of human growth and development, interaction with patients and family members, health, wellness, and preventative care are evaluated, as well as the legal, ethical responsibilities of today's healthcare provider. Fundamental healthcare skills development is initiated including microbiology, basic life support and first aid. This course will provide students with a competitive edge to be the better candidate for either entry into the healthcare global marketplace and/or the post-secondary institution of their choice to continue their education and training.

The pre-requisite for this course is advisor approval.

Career Cluster: Health Science
Pathway: *Biotechnology Research and Development*
2ⁿᵈ Course: **Essentials of Biotechnology**
Course Number: 25.57000

Course Description:

This is the second course in the career pathway that introduces students to the broad understanding of the fundamentals of biotechnology and the impact on society. The knowledge and skills in this course provides a basic overview of current trends and careers in biotechnology, with an emphasis on basic laboratory skills, along with the business, regulatory, and ethical aspects of biotechnology.

The prerequisite for the course is Introduction to Healthcare Science Technology.

Career Cluster: Health Science
Pathway: *Biotechnology Research and Development*
3rd Course: Applications of Biotechnology
Course Number: 25.56900

Course Description:

This course further introduces students to the fundamentals of biotechnology. Included in this course are additional applications and techniques in biotechnology that expand and increase the student's comprehension of how biotechnology utilizes living systems to create products and enhance lives. In addition, laboratory applications learned in this course form the pivotal component distinguishing science theory from application in bioscience, like that of engineering and mathematics. Bioscience and the application of laboratory technique to the manipulation of living systems is a cornerstone of pharmaceutical, medical device, forensic science, environmental science, agriculture, alternative fuel, and green chemistry.

The prerequisites for this course for students in the Healthcare Science Career Pathway are Biotechnology Research and Development, Introduction to Healthcare Science, and Essentials of Biotechnology.

Pathway: Therapeutic Services /Allied Health & Medicine

- Introduction to Healthcare Science
- Essentials of Healthcare
- Allied Health and Medicine

Career Cluster: Health Science
Pathway: *Therapeutic Services / Allied Health and Medicine*
Foundation Course: Introduction to Healthcare Science
Course Number: 25.52100

Course Description:

Introduction to Healthcare Science is the foundational course for all Health Science pathways and is a prerequisite for all other Healthcare Science pathway courses. This course will enable

students to receive initial exposure to the many Healthcare Science careers as well as employability, communication, and technology skills necessary in the healthcare industry. The concepts of human growth and development, interaction with patients and family members, health, wellness, and preventative care are evaluated, as well as the legal, ethical responsibilities of today's healthcare provider. Fundamental healthcare skills development is initiated including microbiology, basic life support and first aid. This course will provide students with a competitive edge to be the better candidate for either entry into the healthcare global marketplace and/or the post-secondary institution of their choice to continue their education and training.

The pre-requisite for this course is advisor approval.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Allied Health and Medicine*
2nd Course: **Essentials of Healthcare**
Course Number: **25.44000**

Course Description:
Anatomy and Physiology is a vital part of most healthcare post-secondary education programs. The Essentials of Healthcare is a medical-focused anatomy course addressing the physiology of each body system, along with the investigation of common diseases, disorders and emerging diseases. The prevention of disease and the diagnosis and treatment that might be utilized are addressed, along with medical terminology related to each system. This course provides an opportunity to demonstrate technical skills that enforce the goal of helping students make connections between medical procedures and the pathophysiology of diseases and disorders.

The pre-requisite for this course is Introduction to Healthcare.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Allied Health and Medicine*
3rd Course: **Allied Health and Medicine**
Course Number: **25.43700**

Course Description:
This course is designed to offer students (preferably upper classmen - juniors or seniors) the opportunity to become effective and efficient multi-skilled healthcare providers as they develop a working knowledge of various allied health opportunities. Students focusing on a career path in the healthcare field may apply classroom/lab knowledge and skills in the clinical setting as they participate in direct or simulated client care. The curriculum allows instructors to provide options for classroom/student growth opportunities in area(s) of interest to the student. These options may be determined by community need, available resources, and/or student interest, etc.

This course was developed according to a basic 50-minute class time frame, but may be adjusted according to local system schedules. Instructors may select which classroom content standards 1-14 best meet his/her individual classroom needs in addition to the required clinical/capstone project to equal total class time available for the course.

Pathway: Therapeutic Services/Emergency Medical Responder

- Introduction to Healthcare Science
- Essentials of Healthcare
- Emergency Medical Responder

Career Cluster: Health Science
Pathway: *Therapeutic Services / Emergency Medical Responder*
Foundation Course: **Introduction to Healthcare Science**
Course Number: 25.52100

Course Description:

Introduction to Healthcare Science is the foundational course for all Health Science pathways and is a prerequisite for all other Healthcare Science pathway courses. This course will enable students to receive initial exposure to the many Healthcare Science careers as well as employability, communication, and technology skills necessary in the healthcare industry. The concepts of human growth and development, interaction with patients and family members, health, wellness, and preventative care are evaluated, as well as the legal, ethical responsibilities of today's healthcare provider. Fundamental healthcare skills development is initiated including microbiology, basic life support and first aid. This course will provide students with a competitive edge to be the better candidate for either entry into the healthcare global marketplace and/or the post-secondary institution of their choice to continue their education and training.

The pre-requisite for this course is advisor approval.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Emergency Medical Responder*
2nd Course: **Essentials of Healthcare**
Course Number: 25.44000

Course Description:

Anatomy and Physiology is a vital part of most healthcare post-secondary education programs. The Essentials of Healthcare is a medical-focused anatomy course addressing the physiology of each body system, along with the investigation of common diseases, disorders and

emerging diseases. The prevention of disease and the diagnosis and treatment that might be utilized are addressed, along with medical terminology related to each system. This course provides an opportunity to demonstrate technical skills that enforce the goal of helping students make connections between medical procedures and the pathophysiology of diseases and disorders.

The pre-requisite for this course is Introduction to Healthcare.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Emergency Medical Responder*
3rd Course: **Emergency Medical Responder**
Course Number: **25.45000**

Course Description:
The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Blood-borne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators (AEDs). The course is a blend of lecture, hands on lab/learning, and practical scenario-based learning/testing.

The course will include Healthcare Provider CPR/AED Certification from a Nationally-Recognized Body (American Heart Association or Red Cross, etc.). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

The prerequisites for the Health Science Cluster are Introduction to Healthcare Science and Essentials of Healthcare. The prerequisites for the Law, Public Safety, Corrections and Security Cluster are Introduction to Law, Public Safety, Corrections & Security and Fire and Emergency Services.

Pathway: Therapeutic Services / Patient Care

- Introduction to Healthcare Science
- Essentials of Healthcare
- Patient Care Fundamentals

Career Cluster: Health Science
Pathway: *Therapeutic Services / Patient Care*
Foundation Course: **Introduction to Healthcare Science**
Course Number: 25.52100

Course Description:

Introduction to Healthcare Science is the foundational course for all Health Science pathways and is a prerequisite for all other Healthcare Science pathway courses. This course will enable students to receive initial exposure to the many Healthcare Science careers as well as employability, communication, and technology skills necessary in the healthcare industry. The concepts of human growth and development, interaction with patients and family members, health, wellness, and preventative care are evaluated, as well as the legal, ethical responsibilities of today's healthcare provider. Fundamental healthcare skills development is initiated including microbiology, basic life support and first aid. This course will provide students with a competitive edge to be the better candidate for either entry into the healthcare global marketplace and/or the post-secondary institution of their choice to continue their education and training.

The pre-requisite for this course is advisor approval.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Patient Care*
2nd Course: **Essentials of Healthcare**
Course Number: 25.44000

Course Description:

Anatomy and Physiology is a vital part of most healthcare post-secondary education programs. The Essentials of Healthcare is a medical-focused anatomy course addressing the physiology of each body system, along with the investigation of common diseases, disorders and emerging diseases. The prevention of disease and the diagnosis and treatment that might be utilized are addressed, along with medical terminology related to each system. This course provides an opportunity to demonstrate technical skills that enforce the goal of helping students make connections between medical procedures and the pathophysiology of diseases and disorders.

The pre-requisite for this course is Introduction to Healthcare.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Patient Care*
3rd Course: **Patient Care Fundamentals**
Course Number: 25.43600

Course Description:
This course is designed to provide students interested in the careers that involve patient care with entry level skills most commonly associated with the career *Nursing Assistant*. The students are required to meet both national and intrastate professional guidelines as designated by applicable regulatory agencies such as the Occupational Health and Safety Administration (OSHA), Center for Disease Control (CDC), and the Department of Health and Human Services (HHS) with a specific focus on the Omnibus Budget Reconciliation Act of 1987 (OBRA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Upon completion of this course and its prerequisites, this course meets the Certified Nurse Assistant curriculum content as specified by the Georgia Medical Care Foundation. Students meeting all academic, attendance, and age requirements may sit for the Georgia Registry's Examination. Successful completion of the Georgia Registry Examination allows students to seek employment in the state of Georgia as a Certified Nurse Assistant. (Programs and instructors must affiliate with and be approved by the GA Medical Care Foundation www.gmcf.org in order for students to be able to sit for the GA Registry Examination. Requirements for equipment, clinical hours, etc. can be found through the GA Medical Care Foundation.)

Any Healthcare Science course that includes a clinical component (excluding a shadowing experience field trip) must adhere to identified guidelines under (WBL) work-based learning (available at ctae.gadoe.org under WBL manual. Training for the Healthcare Science teacher on these guidelines will be provided.

Pathway: Therapeutic Services / Public Health

- Introduction to Healthcare Science
- Essentials of Healthcare
- Applications of Public Health

Career Cluster: Health Science
Pathway: *Therapeutic Services / Public Health*
Foundation Course: **Introduction to Healthcare Science**
Course Number: 25.52100

Course Description:
Introduction to Healthcare Science is the foundational course for all Health Science pathways and is a prerequisite for all other Healthcare Science pathway courses. This course will enable students to receive initial exposure to the many Healthcare Science careers as well as employability, communication, and technology skills necessary in the healthcare industry. The concepts of human growth and development, interaction with patients and family members,

health, wellness, and preventative care are evaluated, as well as the legal, ethical responsibilities of today's healthcare provider. Fundamental healthcare skills development is initiated including microbiology, basic life support and first aid. This course will provide students with a competitive edge to be the better candidate for either entry into the healthcare global marketplace and/or the post-secondary institution of their choice to continue their education and training.

The pre-requisite for this course is advisor approval.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Public Health*
2nd Course: **Essentials of Healthcare**
Course Number: **25.44000**

Course Description:
Anatomy and Physiology is a vital part of most healthcare post-secondary education programs. The Essentials of Healthcare is a medical-focused anatomy course addressing the physiology of each body system, along with the investigation of common diseases, disorders and emerging diseases. The prevention of disease and the diagnosis and treatment that might be utilized are addressed, along with medical terminology related to each system. This course provides an opportunity to demonstrate technical skills that enforce the goal of helping students make connections between medical procedures and the pathophysiology of diseases and disorders.

The pre-requisite for this course is Introduction to Healthcare.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Public Health*
3rd Course: **Applications of Public Health**
Course Number: **25.45200**

Course Description:
The standards for the Public and Community Health pathway apply to occupations or functions involved primarily in environmental health, community health and health education, epidemiology, disaster management, and geriatrics. The standards specify the knowledge and skills needed by professionals pursuing careers in this pathway. Sample occupations associated with this pathway are Community Health Worker, Community Health Worker, Epidemiologist, Health Educator, Advocate, and Environmentalist.

The prerequisites for this course are Introduction to Healthcare Science Technology and Essentials of Healthcare.

Pathway: Therapeutic Services / Sports Medicine

- Introduction to Healthcare Science
- Essentials of Healthcare
- Sports Medicine

Career Cluster: Health Science
Pathway: *Therapeutic Services / Sports Medicine*
Foundation Course: **Introduction to Healthcare Science**
Course Number: 25.52100

Course Description:

Introduction to Healthcare Science is the foundational course for all Health Science pathways and is a prerequisite for all other Healthcare Science pathway courses. This course will enable students to receive initial exposure to the many Healthcare Science careers as well as employability, communication, and technology skills necessary in the healthcare industry. The concepts of human growth and development, interaction with patients and family members, health, wellness, and preventative care are evaluated, as well as the legal, ethical responsibilities of today's healthcare provider. Fundamental healthcare skills development is initiated including microbiology, basic life support and first aid. This course will provide students with a competitive edge to be the better candidate for either entry into the healthcare global marketplace and/or the post-secondary institution of their choice to continue their education and training.

The pre-requisite for this course is advisor approval.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Sports Medicine*
2nd Course: **Essentials of Healthcare**
Course Number: 25.44000

Course Description:

Anatomy and Physiology is a vital part of most healthcare post-secondary education programs. The Essentials of Healthcare is a medical-focused anatomy course addressing the physiology of each body system, along with the investigation of common diseases, disorders and emerging diseases. The prevention of disease and the diagnosis and treatment that might be utilized are addressed, along with medical terminology related to each system. This course provides an opportunity to demonstrate technical skills that enforce the goal of helping students make connections between medical procedures and the pathophysiology of diseases and disorders.

The pre-requisite for this course is Introduction to Healthcare.

Career Cluster: Health Science
Pathway: *Therapeutic Services / Sports Medicine*
3rd Course: <u>Sports Medicine</u>
Course Number: 25.44600

Course Description:

Sports Medicine is the third course in the Therapeutic Services/Sports Medicine Career Pathway. The course is appropriate for students who wish to pursue a career in healthcare with a focus on the musculoskeletal system, injury assessment, injury prevention, or rehabilitation including careers in Sports Medicine and Rehabilitative Services. This course will enable students to receive initial exposure to therapeutic services skills and attitudes applicable to the healthcare industry. The concepts of anatomy and physiology, assessment, preventative and rehabilitative care are introduced. Fundamental healthcare skills development is initiated, including medical terminology, kinesiology, patient assessment, record keeping, and basic life support. The prerequisites for this course are Introduction to Healthcare and Essentials of Healthcare.

Mastery of these standards through project-based learning, technical-skills practice, and leadership-development activities of the career and technical student organization, HOSA (Health Occupations Students of America), will provide students with a competitive edge for entry into either the healthcare global marketplace or a post-secondary institution to pursue further education and training.

Hospitality and Tourism

Cluster Pathways:
- Culinary Arts
- Hospitality, Recreation and Tourism
- Sports and Entertainment Marketing

Pathway: Culinary Arts
- Introduction to Culinary Arts
- Culinary Arts I
- Culinary Arts II

Career Cluster: Hospitality and Tourism
Pathway: *Culinary Arts*
Foundation Course: **Introduction to Culinary Arts**
Course Number: 20.53100

Course Description:
Introduction to Culinary Arts is the foundational course designed to introduce students to fundamental food preparation terms, concepts, and methods in Culinary Arts where laboratory practice will parallel class work. Fundamental techniques, skills, and terminology are covered and mastered with an emphasis on basic kitchen and dining room safety, sanitation, equipment maintenance and operation procedures. The course also provides an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to Culinary Arts.

Mastery of standards through project-based learning, technical skills practice, and leadership development activities of Family, Career and Community Leaders of America, (FCCLA) will provide students with a competitive edge for either entry into the education global marketplace and/or the post-secondary institution of their choice to continue their education and training.

The pre-requisite for this course is advisor approval.

Career Cluster: Hospitality and Tourism
Pathway: *Culinary Arts*
2nd Course: **Culinary Arts I**
Course Number: 20.53210

Course Description:
As the second course in the Culinary Arts Career Pathway, the prerequisite for this course is Introduction to Culinary Arts. Culinary Arts I is designed to create a complete foundation and

understanding of Culinary Arts leading to postsecondary education or a food-service career. This fundamentals course begins to involve in-depth knowledge and hands-on skill mastery of culinary arts.

Career Cluster: Hospitality and Tourism
Pathway: *Culinary Arts*
3rd Course: **Culinary Arts II**
Course Number: **20.53310**

Course Description:

As the third course in the Culinary Arts Pathway, the prerequisite for this course is Culinary Arts I. Culinary Arts II is an advanced and rigorous in-depth course designed for the student who is continuing in the Culinary Arts Pathway and wishes to continue their education at the postsecondary level or enter the food-service industry as a proficient and well-rounded individual. Strong importance is given to refining hands-on production of the classic fundamentals in the commercial kitchen.

Pathway: Hospitality, Recreation and Tourism

- Marketing Principles
- Hospitality, Recreation and Tourism Essentials
- Hospitality, Recreation and Tourism Management

Career Cluster: Hospitality and Tourism
Pathway: *Hospitality, Recreation and Tourism*
Foundation Course: **Marketing Principles**
Course Number: **08.47400**

Course Description:

Marketing Principles is the foundational course for the Marketing and Management, Fashion Merchandising and Buying, and Marketing Communications and Promotion Pathways. Marketing Principles addresses all the ways in which marketing satisfies consumer and business needs and wants for products and services. Students develop a basic understanding of Employability, Foundational and Business Administration skills, Economics, Entrepreneurship, Financial Analysis, Human Resources Management, Information Management, Marketing, Operations, Professional Development, Strategic Management, and Global Marketing strategies. Instructional projects with real businesses, work-based learning activities including School-Based Enterprises, and DECA application experiences should be incorporated in this course.

Pre-requisite for this course is advisor approval.

Career Cluster: Hospitality and Tourism
Pathway: *Hospitality, Recreation and Tourism*
2nd Course: **Hospitality, Recreation & Tourism Essentials**
Course Number: **08.45300**

Course Description:

The second course in the Hospitality, Recreation and Tourism Pathway educates students on the basics of marketing and business in relation to the hospitality, recreation, and tourism industry in the U.S. and abroad. Students will study destination geography, world economies, and historical timelines related to major segments of the hospitality industry. Students will determine how the lodging industry uses marketing to achieve goals. The vital roles of group, convention and meeting planning, human relations, communications and ethics will be discussed along with the recreation industry segment.

In order to increase the number of application experiences, students should participate in (1) Work-Based Learning (WBL) activities in the classroom and possibly in a formal WBL Program; (2) DECA competitive events that are directly aligned with course standards and (3) a School-Based Enterprise.

The prerequisite for this course is Marketing Principles.   (Special Note: For the readers benefit, travel includes travel agents and modes of transportation, hospitality includes lodging and food and beverage, and tourism is a broad term relating to the overall industry.)

Career Cluster: Hospitality and Tourism
Pathway: *Hospitality, Recreation and Tourism*
3rd Course: **Hospitality, Recreation & Tourism Management**
Course Number: **08.45400**

Course Description:

The third course in the Hospitality, Recreation and Tourism (HRT) Pathway will ensure that students develop a leadership perspective about social, environmental, economic and consumer factors impacting the HRT industry. Students will analyze operations, control systems, management structures, service levels, cost effective operations and related technology. Students will demonstrate skills in handling legal and liability issues and human resources functions. Throughout the course, students will develop an innate understanding that exemplary customer service skills define success in the industry.

In order to increase the number of application experiences, students should participate in (1) Work-Based Learning (WBL) activities in the classroom and possibly in a formal WBL Program; (2) DECA competitive events that are directly aligned with course standards and (3) a School-Based Enterprise.

The prerequisite for this course is Hospitality, Recreation & Tourism Essentials. (Special Note: Travel includes travel agents and modes of transportation, hospitality includes lodging, food, and beverage, and tourism is a broad term relating to the overall industry.)

Pathway: Sports and Entertainment Marketing

- Marketing Principles
- Introduction to Sports and Entertainment Marketing
- Advanced Sports and Entertainment Marketing

Career Cluster: Hospitality and Tourism
Pathway: *Sports and Entertainment Marketing*
Foundation Course: **Marketing Principles**
Course Number: 08.47400

Course Description:
Marketing Principles is the foundational course for the Marketing and Management, Fashion Merchandising and Buying, and Marketing Communications and Promotion Pathways. Marketing Principles addresses all the ways in which marketing satisfies consumer and business needs and wants for products and services. Students develop a basic understanding of Employability, Foundational and Business Administration skills, Economics, Entrepreneurship, Financial Analysis, Human Resources Management, Information Management, Marketing, Operations, Professional Development, Strategic Management, and Global Marketing strategies. Instructional projects with real businesses, work-based learning activities including School-Based Enterprises, and DECA application experiences should be incorporated in this course.

Pre-requisite for this course is advisor approval.

Career Cluster: Hospitality and Tourism
Pathway: *Sports and Entertainment Marketing*
2ⁿᵈ Course: **Introduction to Sports & Entertainment Marketing**
Course Number: 08.47800

Course Description:
This course introduces the student to the major segments of the Sports and Entertainment Industry and the social and economic impact the industry has on the local, state, national, and global economies. The products and services offered to consumers and the impact of marketing on these products and services are examined. Units include: Business Fundamentals, Product Mix, Product Knowledge, Product/Service Management, Business Regulations, Interpersonal Skill, Selling, Marketing Information Management, Economics,

Distribution, Pricing, Advertising, Publicity/Public Relations, Sales Promotion, Business Risks, and Organization.

In order to increase the number of application experiences, students should participate in (1) Work-Based Learning (WBL) activities in the classroom and perhaps in a formal WBL Program; (2) DECA competitive events that are directly aligned with course standards and (3) a School-Based Enterprise.

The prerequisite for this course is Marketing Principles.

Career Cluster: Hospitality and Tourism
Pathway: *Sports and Entertainment Marketing*
3rd Course: **Advanced Sports & Entertainment Marketing**
Course Number: **08.48500**

Course Description:

This course provides students opportunities to develop managerial and analytical skills and deepen their knowledge in sports/entertainment marketing. Topical units include: Marketing-Information Management, Selling, Publicity/Public Relations, Sales Promotion, Management of Promotion, Product Mix, Pricing, Positioning, and Marketing Planning.

In order to increase the number of application experiences, students should participate in (1) Work-Based Learning (WBL) activities in the classroom and perhaps in a formal WBL Program; (2) DECA competitive events that are directly aligned with course standards and (3) a School-Based Enterprise.

The prerequisite for this course is Introduction to Sports and Entertainment Marketing.

Information Technology

Cluster Pathways:
➢ **Web and Digital Design**

Pathway: Web and Digital Design
- Introduction to Digital Technology
- Digital Design
- Web Design

Career Cluster: Information Technology
Pathway: *Web and Digital Design*
Foundation Course: **Introduction to Digital Technology**
Course Number: **11.41500**

Course Description:

Introduction to Digital Technology is the foundational course for Web & Digital Communications, Programming, Advanced Programming, Information Support & Services, and Network Systems pathways. This course is designed for high school students to understand, communicate, and adapt to a digital world as it impacts their personal life, society, and the business world.

Exposure to foundational knowledge in hardware, software, programming, web design, IT support, and networks are all taught in a computer lab with hands-on activities and project focused tasks. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the digital world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready. The knowledge and skills taught in this course build upon each other to form a comprehensive introduction to digital world.

Introduction to Digital Technology is a course that is appropriate for all high school students. The pre-requisite for this course is advisor approval.

Career Cluster: Information Technology
Pathway: *Web and Digital Design*
2ⁿᵈ Course: **Digital Design**
Course Number: **11.45100**

Course Description:

Using web design as the platform for product design and presentation, students will create and learn digital media applications using elements of text, graphics, animation, sound, video and digital imaging for various format. The digital media and interactive media projects developed and published showcase the student skills and ability. Emphasis will be placed on effective use of tools for interactive multimedia production including storyboarding, visual development, project management, digital citizenship, and web processes. Students will create and design web sites that incorporate digital media elements to enhance content of web site.

Various forms of technologies will be used to expose students to resources, software, and applications of media. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Digital Design is the second course in the Web and Digital Design pathway in the Information Technology cluster. Students enrolled in this course should have successfully completed Introduction to Digital Technology and Fundamentals.

Career Cluster: Information Technology
Pathway: *Web and Digital Design*
3ʳᵈ Course: **Web Design**
Course Number: **11.45200**

Course Description:

Can you think of any company that does not have a web presence? Taking this course will equip students will the ability to plan, design, and create a web site. Students will move past learning how to write code and progress to designing a professional looking web site using graphical authoring tools that contains multimedia elements. Working individually and in teams, students will learn to work with web page layout and graphical elements to create a professional looking web site.

Various forms of technologies will be used to expose students to resources, software, and applications of web design. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated

into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Web Design is the third course in the Web & Digital Design pathway in the Information Technology cluster. Students enrolled in this course should have successfully completed Introduction to Digital Technology and Digital Design. After mastery of the standards in this course, students should be prepared to take the end of pathway assessment in this career area.

Law, Public Safety, Corrections and Security

Cluster Pathways:

➢ **Law Enforcement / Criminal Investigations**
➢ **Legal Services / Applications of Law**

Pathway: Law Enforcement/Criminal Investigations

- Introduction to Law, Public Safety, Corrections and Security
- Criminal Justice Essentials
- Criminal Investigations

Career Cluster: Law, Public Safety, Corrections and Security
Pathway: *Law Enforcement / Criminal Investigations*
Foundation Course: **Introduction to Law, Public Safety, Corrections & Security**
Course Number: 43.45000

Course Description:

Introduction to Law, Public Safety, Corrections, and Security (LPSCS) is the pre-requisite for all other courses within the Career Cluster. This course provides students with career focused educational opportunities in various LPSCS fields. It examines the basic concepts of law related to citizens' rights and the responsibilities, and students will receive instruction in critical skill areas including: communicating with diverse groups, conflict resolution, ethics, CERT (Citizens Emergency Response Training, or similar program), basic firefighting, report writing, terrorism, civil and criminal law. Career planning and employability skills will be emphasized.

Career Cluster: Law, Public Safety, Corrections and Security
Pathway: *Law Enforcement / Criminal Investigations*
2ⁿᵈ Course: **Criminal Justice Essentials**
Course Number: 43.45100

Course Description:

Criminal Justice Essentials provides an overview of the criminal justice system. Starting with historical perspectives of the origin of the system, the course reviews the overall structure. Students will become immersed in criminal and constitutional law and will review basic law enforcement skills. The course ends with a mock trial to provide participants with a first-hand experience of the criminal justice system. The course will also provide in-depth competencies and components for the co-curricular SkillsUSA student organization that should be incorporated throughout instructional strategies of the course. Participation in additional student organizations that align with Law, Public Safety, Corrections and Security pathways (i.e. mock trial) is encouraged to enhance standards addressed in the curriculum.

The prerequisite for this course is Introduction to Law, Public Safety, Corrections and Security.

NOTE: Criminal Justice Essentials is designed to provide students with career-focused educational opportunities in various criminal justice fields. The course has elements which cover tactics, methods, and skills utilized by law enforcement that should be taken into consideration when assessing implementation options. School boards should evaluate criteria for student enrollment that account for successful completion of future background investigations required for entry into such careers.

Career Cluster: Law, Public Safety, Corrections and Security
Pathway: *Law Enforcement / Criminal Investigations*
3rd Course: **Criminal Investigations**
Course Number: 43.45300

Course Description:
This course is designed to provide students with an opportunity to explore the basic processes and principles of a criminal investigation. Students will learn the legal responsibilities and challenges of the patrol officer, investigator, and crime scene technician at a crime scene. Students will learn the importance of preserving and documenting the crime scene along with the identification, collection, and processing of evidence and the contribution to the criminal investigation. This course is one of two choices that may be selected for the law enforcement pathway.

The prerequisites for this course are Introduction to Law, Public Safety, Corrections and Security, and Criminal Justice Essentials.

Pathway: Legal Services/Applications of the Law
- Introduction to Law, Public Safety, Corrections and Security
- Essentials of Legal Services
- Applications of the Law

Career Cluster: Law, Public Safety, Corrections and Security
Pathway: *Legal Services/Applications of the Law*
Foundation Course: **Introduction to Law, Public Safety, Corrections & Security**
Course Number: 43.45000

Course Description:
Introduction to Law, Public Safety, Corrections, and Security (LPSCS) is the pre-requisite for all other courses within the Career Cluster. This course provides students with career focused educational opportunities in various LPSCS fields. It examines the basic concepts of law related to citizens' rights and the responsibilities, and students will receive instruction in critical skill areas including: communicating with diverse groups, conflict resolution, ethics, CERT (Citizens Emergency Response Training, or similar program), basic firefighting, report writing, terrorism, civil and criminal law. Career planning and employability skills will be emphasized.

Career Cluster: Law, Public Safety, Corrections and Security
Pathway: *Legal Services/Applications of the Law*
2nd Course: **Essentials of Legal Services**
Course Number: 43.45400

Course Description:

Essentials of Legal Services is the second course for the Legal Services pathway. This course provides an overview of the judicial process and role in our constitutional system of government. The major focus of the course is on constitutional rights of citizens and the corresponding duties of governmental officials. Students will learn about the role of the United States Supreme Court as the final arbiter of constitutional rights and responsibilities, as well as learning about the legal process in both criminal and civil cases. Students will learn about the various participants and the legal and ethical roles in criminal and civil cases. Students will not only understand these legal concepts, but will be able to apply their knowledge to various scenarios and defend their choices, decisions, and actions. Employability skills will be integrated into the tasks, activities, and projects to demonstrate skills required in legal services careers.

The pre-requisites for this course are Introduction to Law, Public Safety, and Corrections and Security.

Career Cluster: Law, Public Safety, Corrections and Security
Pathway: *Legal Services/Applications of the Law*
3rd Course: **Applications of Law**
Course Number: 43.45500

Course Description:

Applications of Law is the third course for the Legal Services/Applications of Law pathway. This course focuses on substantive law, both criminal and civil law, as well as the application of the law to factual scenarios. Students will learn the basic concepts of criminal law in order to analyze factual scenarios and apply criminal law to justify an appropriate criminal charge and the presence of possible defenses. Students will also learn basic civil law, including, torts, contracts, real property, family law, and immigration law. Students will not only understand the foundations of civil law, but will learn to use the IRAC (Issue, Rule, Analysis, and Conclusion) method of legal analysis and making cogent and persuasive legal arguments. Students will develop critical-thinking skills necessary to apply the law to various factual situations and to defend choices, decisions, and actions. Employability skills will be integrated into the tasks, activities, and projects to demonstrate skills required in legal services careers.

The prerequisites for this course are Introduction to Law, Public Safety, Corrections and Security, and Legal Essentials.

Marketing

Cluster Pathways:
- Fashion, Merchandising & Retail Management
- Marketing & Management

Pathway: Fashion, Merchandising & Retail Management
- Marketing Principles
- Fashion, Merchandising and Retailing Essentials
- Advanced Fashion, Merchandising and Retailing

Career Cluster: Marketing
Pathway: *Fashion, Merchandising & Retail Management*
Foundation Course: **Marketing Principals**
Course Number: 08.47400

Course Description:
Marketing Principles is the foundational course for the Marketing and Management, Fashion Merchandising and Buying, and Marketing Communications and Promotion Pathways. Marketing Principles addresses all the ways in which marketing satisfies consumer and business needs and wants for products and services. Students develop a basic understanding of Employability, Foundational and Business Administration skills, Economics, Entrepreneurship, Financial Analysis, Human Resources Management, Information Management, Marketing, Operations, Professional Development, Strategic Management, and Global Marketing strategies. Instructional projects with real businesses, work-based learning activities including School-Based Enterprises, and DECA application experiences should be incorporated in this course.

Pre-requisite for this course is advisor approval.

Career Cluster: Marketing
Pathway: *Fashion, Merchandising & Retail Management*
2ⁿᵈ Course: **Fashion, Merchandising & Retailing Essentials**
Course Number: 08.42100

Course Description:
Fashion, Merchandising and Retailing Essentials is the second course in the Fashion, Merchandising and Retail Management Pathway. This course introduces students to the retail industry including the fundamentals of fashion marketing, key marketing concepts essential to every business, types of businesses involved in the industry, and an array of career opportunities. Students will develop skills in such areas as fashion economics, marketing segmentation and target marketing, product selection and buying, and inventory systems.

In order to increase the number of application experiences, students should participate in (1) Work-Based Learning (WBL) activities in the classroom and possibly in a formal WBL Program; (2) DECA Career and Technical Student Organization competitive events that are directly aligned with course standards and (3) a School-Based Enterprise.

Career Cluster: Marketing
Pathway: *Fashion, Merchandising & Retail Management*
3rd Course: **Advanced Fashion, Merchandising & Retailing**
Course Number: 08.42200

Course Description:
Advanced Fashion, Merchandising and Retailing is the third course in the Fashion, Merchandising and Retail Management Career Pathway and focuses on the application of knowledge and the performance of key skills required in a retail environment. Students will develop skills necessary for managing the following elements: pricing, visual merchandising, advertising, special promotions, professional sales, and customer service.

In order to increase the number of application experiences, students should participate in (1) Work-Based Learning (WBL) activities in the classroom and perhaps in a formal WBL Program; (2) DECA Career and Technical Student Organization competitive events that are directly aligned with course standards and (3) a School-Based Enterprise.

The prerequisite for this course is Fashion, Merchandising and Retailing Essentials.

Pathway: Marketing and Management

- Marketing Principles
- Marketing and Entrepreneurship
- Marketing Management

Career Cluster: Marketing
Pathway: *Marketing & Management*
Foundation Course: **Marketing Principals**
Course Number: 08.47400

Course Description:
Marketing Principles is the foundational course for the Marketing and Management, Fashion Merchandising and Buying, and Marketing Communications and Promotion Pathways. Marketing Principles addresses all the ways in which marketing satisfies consumer and business needs and wants for products and services. Students develop a basic understanding of Employability, Foundational and Business Administration skills, Economics, Entrepreneurship, Financial Analysis, Human Resources Management, Information Management, Marketing, Operations, Professional Development, Strategic Management, and Global Marketing strategies. Instructional projects with real businesses, work-based learning activities including School-Based Enterprises, and DECA application experiences should be incorporated in this course.

Pre-requisite for this course is advisor approval.

Career Cluster: Marketing
Pathway: *Marketing & Management*
2nd Course: **Marketing and Entrepreneurship**
Course Number: **08.44100**

Course Description:
Marketing and Entrepreneurship is the second course in the Marketing and Management Career Pathway. Marketing and Entrepreneurship begins an in-depth and detailed study of marketing while also focusing on management with specific emphasis on small business ownership. This course builds on the theories learned in Marketing Principles by providing practical application scenarios which test these theories. In addition, Marketing and Entrepreneurship focuses on the role of the supervisor and examines the qualities needed to be successful.

In order to increase the number of application experiences, students should participate in (1) Work-Based Learning (WBL) activities in the classroom and possibly in a formal WBL Program; (2) DECA Career and Technical Student Organization competitive events that are directly aligned with course standards and (3) a School-Based Enterprise.

The prerequisite for this course is Marketing Principles.

Career Cluster: Marketing
Pathway: *Marketing & Management*
3rd Course: **Marketing Management**
Course Number: **08.44200**

Course Description:
Marketing Management is the third course in the Marketing and Management pathway. Students assume a managerial perspective by applying economic principles in marketing, analyzing operation's needs, examining channel management and financial alternatives, managing marketing information, pricing products and services, developing product/service planning strategies, promoting products and services, purchasing, and professional sales. This course also includes global marketing where students analyze marketing strategies employed in the United States versus those employed in other countries.

In order to increase the number of application experiences, students should participate in (1) Work-Based Learning (WBL) activities in the classroom and perhaps in a formal WBL Program; (2) DECA Career Technical Student Organization (CTSO) competitive events that are directly aligned with course standards and (3) a School-Based Enterprise.

The prerequisite for this course is Marketing and Entrepreneurship.

Science, Technology, Engineering & Mathematics (STEM)

Pathway: Engineering and Technology

- Foundations of Engineering and Technology
- Engineering Concepts
- Engineering Applications

Career Cluster: STEM
Pathway: *Engineering & Technology*
Foundation Course: Foundations of Engineering and Technology
Course Number: 21.42500

Course Description:

The Foundations of Engineering and Technology is the introductory course for the Engineering and Technology Education pathways. This STEM driven course provides the students with an overview of engineering and technology including the different methods used in the engineering design process developing fundamental technology and engineering literacy. Students will demonstrate the skills and knowledge they have learned through various project based activities while using an engineering design process to successfully master the "E" in STEM.

The pre-requisite for this course is advisor approval.

Career Cluster: STEM
Pathway: *Engineering & Technology*
2nd Course: Engineering Concepts
Course Number: 21.47100

Course Description:

Engineering Concepts is the second course in the Engineering and Technology Pathway. Students will learn to design technical solutions to engineering problems using a whole systems approach to engineering design. Students will demonstrate the application of mathematical tools, teamwork, and communications skills in solving various design challenges, while maintaining a safe work environment.

The prerequisite for this course is Foundations of Engineering and Technology.

Career Cluster: STEM
Pathway: *Engineering & Technology*
3rd Course: **Engineering Applications**
Course Number: 21.47200

Course Description:

Engineering Applications is the third course in the Engineering and Technology Pathway. Students will apply their knowledge of Science, Technology, Engineering, and Math (STEM) to develop solutions to technological problems. Solutions will be developed using a combination of engineering software and prototype production processes. Students will use market research, cost benefit analysis, and an understanding of the design cycle to create and present design, marketing, and business plans for their solutions. A capstone project will allow students to demonstrate their depth of knowledge of the engineering design process and prepare them for future opportunities in the field of engineering.

The prerequisite for this course is Engineering Concepts.

Contacts and Resources

Career, Technical and Agricultural Education (CTAE):

Main Office of CTAE: **Address:** 256 Clifton Street, SE, Atlanta, Georgia 30317

Tel: (404) 802-5979 **Fax:** (404) 802-5978

Web Site: http://www.atlanta.k12.ga.us/Page/33800

Dr. Michael Maze, *Director* **Tel:** (404) 802-5853 **Email:** mmaze@atlanta.k12.ga.us

Dr. Brenè Bradley, *Coordinator* **Tel:** (404) 802-5892 **Email:** bebradley@atlanta.k12.ga.us

Ms. Mary Shepherd, *Specialist* **Tel:** (404) 802-5832 **Email:** mshepherd@atlanta.k12.ga.us

Dr. Beverly Holyfield, *Specialist* **Tel:** (404) 802-5894 **Email:** brholyfield@atlanta.k12.ga.us

ESOL/Translation Needs:

APS World Languages Program **Address:** 21 Thirkeld Ave. SW, Atlanta, Georgia 30315

Dr. Margaret McKenzie, *Coordinator* **Tel:** (404) 802-7583 **Email:** mamckenzie@atlanta.k12.ga.us

Title II, Title IX and Section 504 District Contact Name and Information:

Title II: Jetarius M. Cook **Tel:** (404) 802-1798 **Email:** jercook@atlanta.k12.ga.us

Title IX: George Williams **Tel:** (404) 802-2374 **Email:** gcwilliams@atlanta.k12.ga.us

Section 504: Deanna Rogers **Tel:** (404) 802-2665 **Email:** dtrogers@atlanta.k12.ga.us

Special Education Needs:

Department of Special Education: **Address:** 130 Trinity Ave. SE, Atlanta, Georgia 30303

Vickie Cleveland, *Executive Director* **Tel:** (404) 802-2602 **Email:** vcleveland@atlanta.k12.ga.us

Web Site: http://www.atlanta.k12.ga.us/page/180

Georgia Department of Education, Division for Special Education Services and Supports

Address: 1870 Twin Towers East, 205 Jesse Hill Jr. Drive SE, Atlanta, Georgia 30334

Tel: (404) 656-3963 **Fax:** (404) 651-6457

Web Site: www.doe.k12.ga.us