CAREER AND TECHNOLOGY EDUCATION COMPLETER PROGRAMS

CAREER AND TECHNOLOGY EDUCATION PROGRAMS

Course descriptions for Career and Technology Education programs are described in Business Education, Family Studies, JROTC, School to Career Transition, Technical Programs, and Technology Education content area sections. A complete list of all Career and Technology Education programs may be found on the chart listed on pages 67 and 68. Additionally, the Career and Technology Education Programs Course Information handbook can be obtained on http://www.bcps.org/offices/cte/ or from school guidance offices.

WHAT IS CAREER AND TECHNOLOGY EDUCATION?

Career and Technology Education (CTE) is a program that enables students to fulfill their career potential. First and foremost, CTE is about education in middle school, high school, and college that provides students with:

- academic subject matter taught with relevance to the real world, often called “contextual learning”;
- employability skills, from job-related expertise to workplace ethics;
- educational pathways that help them explore interests and careers while progressing through school;
- postsecondary career pathways that include registered apprenticeship, industry certification, community college certificate/associate degree programs, and four-year college degree programs.

Career and Technology Education Programs provide students with BOTH relevant career skills preparation AND rigorous academic skills.

WHAT ARE CAREER & TECHNOLOGY EDUCATION COMPLETER PROGRAMS?

A completer program is a sequence of courses on a specific career pathway that provides a minimum of four credits in a Career and Technology Education Program. All completer programs are approved by the Maryland State Department of Education (MSDE), and completion of the required CTE completer credits meets MSDE graduation requirements at the high school level. Students who successfully complete a CTE program in most occupational pathways are eligible for articulated community college credit. (Some CTE programs offer as many as 21 articulated (FREE) college credits!)

Students who wish to follow a CTE career completer program may pursue career paths at their comprehensive high schools or may apply to one of the magnet career and technology high schools in Baltimore County. Students are encouraged to become “dual completers” by combining a CTE completer program with the University System of Maryland entrance requirements. This dual completer program will allow students to develop their full range of talents and abilities, to prepare for gainful employment, and/or to enter a community college, four-year college or university, or an apprenticeship program.

WHAT IS THE MISSION OF THE OFFICES OF CAREER & TECHNOLOGY EDUCATION?

The mission of the Offices of Career & Technology Education is to provide expertise and vision to schools as they deliver integrated programs that prepare learners academically, technically, and interpersonally for careers and lifelong learning.

HOW DO YOU OBTAIN MORE INFORMATION ABOUT THE CAREER & TECHNOLOGY EDUCATION PROGRAMS?

Contact your local high school, the Offices of Career & Technology Education at 410-887-8921 or www.bcps.org/offices/cte, or consult the Career & Technology Education Programs Course Information Handbook for 2007-2008 to obtain more information about programs and school locations for those programs.
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Offices of Career and Technology Education: www.bcps.org/offices/cte
Business Education Career Completer Programs  
Career and Program Technology Completer Requirements

The purpose of the Business Education career completer programs is to identify the four specific course credits which will prepare students to enter the workforce upon graduation in a specific job area while learning skills that will prepare them for college. Each of the following Business Education programs has been approved by the Division of Career, Technology and Adult Learning of the Maryland State Department of Education and is an approved technology prep program effective through school year 2008-09. Course sequences are shown below:

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<th>GRADE 11</th>
<th>GRADE 12</th>
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<tr>
<td>Academy of Finance</td>
<td>Keyboarding &amp; Applications (1) or Keyboarding (%), and Career Strategies (%)</td>
<td>Software and Computer Applications I (%), and Software and Computer Applications II (%)</td>
<td>Principles of Accounting (1)</td>
<td>Financial Planning, Banking and Credit (%), and International Finance (%) and World of Finance (%)</td>
</tr>
<tr>
<td>CIP# 520850 New 2005-2006</td>
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<tr>
<td>Business Management</td>
<td>Principles of Business Administration and Management (1)</td>
<td>Financial Management Using Software Applications (1)</td>
<td>E-Business Management (%), or E-Business Technology (%), and Entrepreneurship (%)</td>
<td>Accounting I (1), or Principles of Accounting (1)</td>
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<tr>
<td>CIP# 520251 New 2005-2006</td>
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<tr>
<td>Finance and Accounting</td>
<td>Principles of Business Administration and Management (1)</td>
<td>Financial Management Using Software Applications (1)</td>
<td>Accounting I (1), or Principles of Accounting (1)</td>
<td>Accounting II (1), or Business Elective (1 credit) if Principles of Accounting was completed.</td>
</tr>
<tr>
<td>CIP# 520354 New 2005-2006</td>
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<tr>
<td>Administrative Services</td>
<td>Principles of Business Administration and Management (1)</td>
<td>Financial Management Using Software Applications (1)</td>
<td>Information Systems Management I (1)</td>
<td>Information Systems Management II (1)</td>
</tr>
<tr>
<td>CIP# 520451 New 2005-2006</td>
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<tr>
<td>Information Technology</td>
<td>HTML/Javascript/Web Design (1) or C++ Programming (1), or Visual Basic.Net (1)</td>
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<td>Computer Science A-AP (1)</td>
<td>Computer Science AB-AP (1)</td>
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<tr>
<td>Programming Pathway</td>
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<tr>
<td>CIP# 110103</td>
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</tbody>
</table>
| Marketing                       | Marketing Essentials (1) | Marketing Management (1) | Business Elective (1) | Other electives to equal 4 credits: AP Computer Science A (1), Internship (1), Economics (%), Entrepreneurship (%), E-Business Technology (%), E-Business Management (%)
| CIP# 0807084 Effective through 2008-2009 |                                              |                                              |                                              |                                              |
| Marketing                       | Principles of Business Administration and Management (1) | Financial Management Using Software Applications (1) | Marketing Essentials (1) | Marketing Management (1) |
| CIP# 521451 New 2005-2006       |                                              |                                              |                                              |                                              |

Some programs are available at the comprehensive high schools while others are available at the technical magnet high schools.

Students are encouraged to take AP courses when they have sufficient prerequisite skills and may do so earlier than grade 12.
The purposes of the Family Studies Career Completer/Tech Prep programs are to prepare students for admission to related educational programs at community colleges and universities as well as for entry-level positions in specific job areas. Students who complete the programs with 3.0 averages may be eligible to earn articulated credit at the community college level. Each of the following programs has been approved by the Division of Career, Technology, and Adult Learning, Maryland State Department of Education:

- Child Care Services
- Criminal Justice Technology
- Human Services Associate
- Nutrition and Food Science Associate
- Retail Merchandising and Visual Presentation
- School Age Child Development and Care
- Teacher Academy of Maryland

Standard and honors levels of courses are offered as enrollments justify. In these classes, the instructional level and materials are modified according to the needs of the students. Course selections will vary according to the academic level and occupational goals of students. Course sequences are shown below for Family Studies completer programs.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
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<tbody>
<tr>
<td>Child Care Services</td>
<td>Child Development/ERP I</td>
<td>Child Development II and Decisions in Family Living or Nutrition and Foods I or Entrepreneurship</td>
<td>Decisions in Family Living or Nutrition and Foods I or Entrepreneurship or Child Development Internship or Honors Child Development Internship</td>
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</tr>
<tr>
<td>Criminal Justice Technology</td>
<td>Survey of Criminal Justice and Communication in Criminal Justice</td>
<td>Survival Skills/First Aid/CPR in Criminal Justice and Human Relations in Criminal Justice</td>
<td>Introduction to Criminal Law and Criminalistics, and Internship in Criminal Justice or Honors Internship in Criminal Justice</td>
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</tr>
<tr>
<td>Human Services Associate</td>
<td>Introduction to Human Services</td>
<td>Independent Living and Decisions in Family Living</td>
<td>Psychology or Advanced Placement Psychology Human Services Internship</td>
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<td>Nutrition &amp; Food Science Associate</td>
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<tr>
<td>Retail Merchandising &amp; Visual Presentation</td>
<td>Design Art &amp; Technology Applications</td>
<td>Marketing, and Residential and Interior Design, and Fashion Strategies</td>
<td>Marketing/Entrepreneurship or Independent Study</td>
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<tr>
<td>School Age Child Development &amp; Care</td>
<td>Child Development/ERP I</td>
<td>Independent Living and School Age Child Development &amp; Care and Software and Computer Applications I</td>
<td>School Age Child Development &amp; Care Internship or Mentored Project</td>
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<tr>
<td>Teacher Academy of Maryland</td>
<td>Child Development/ERP I or Child and Adolescent Development</td>
<td>Teaching as a Profession</td>
<td>Foundations of Curriculum and Instruction and Education Academy Internship</td>
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</table>

**CHILD CARE SERVICES**  
CIP# 2002014

This instructional program prepares students to work in fields related to the education and care of young children from birth to age eight in early childhood settings, such as day care centers, pre-school programs, and kindergarten. Developmental stages of children, learning theories, and methods and materials of teaching young children are included in this program. Application of skills continues through working in a child development lab situation. The 90-hour child care certificate issued by the State of Maryland may be earned through successful completion of this program. Students who complete the program may earn articulated college credits.

**Child Development/ERP I**  
Course Number: 66.0200.0  
Course Number: 66.0200.4 (H)  
Prerequisite: None  
Credit: 1

**Child Development II**  
Course Number: 66.0210.0  
Course Number: 66.0210.4 (H)  
Prerequisite: Successful completion of CD/ERP I is required  
Credit: 1

PLUS A MINIMUM OF TWO CREDITS FROM THE FOLLOWING FIVE COURSES:

**Decisions in Family Living**  
Course Number: 66.0230.0  
Prerequisite: None  
Credit: 1
Nutrition and Foods I  
Course Number: 66.0300.0  
Prerequisite: None  
Credit: 1

Entrepreneurship  
Course Number: 35.4300.0  
Prerequisite: None  
Credit: ½

Child Development Internship  
Course Number: 66.0240.0  
Course Number: 66.0240.4 (H)  
Prerequisite: Successful completion of CD/ERP I and Child Development II is required before taking this course.  
Credit: 1

Students may elect a two credit internship earning a fifth credit in the program.

Child Development Internship  
Course Number: 66.0220.0  
Course Number: 66.0220.4 (H)  
Prerequisites: Successful completion of CD/ERP I and Child Development II is required before taking this course.  
Credits: 2

CRIMINAL JUSTICE TECHNOLOGY (CH, DN, ET, PT)  
CIP# 4301991

This interdisciplinary instructional program prepares students to apply technical information, computer technology, and broad knowledge in the growing field of criminal justice for entry-level positions and continued education. Students develop specific skills in communication, first aid and CPR, human relations, criminal law, and criminalistics. Students who complete the program may earn articulated college credits.

Survey of Criminal Justice Technology  
Course Number: 66.0500.0  
Course Number: 66.0500 (H)  
Prerequisite: None  
Credit: ½

Communication in Criminal Justice  
Course Number: 66.0510.0  
Course Number: 66.0510 (H)  
Prerequisite: Completion of Survey of Criminal Justice Technology recommended  
Credit: ½

Survival Skills/First Aid/CPR in Criminal Justice  
Course Number: 66.0520.0  
Prerequisite: None  
Credit: 1

Human Relations in Criminal Justice  
Course Number: 166.0530.0  
Prerequisite: Completion of Survey of Criminal Justice Technology and Communication in Criminal Justice  
Credit: 1

Introduction to Criminal Justice  
Course Number: 66.0540.0  
Course Number: 66.0540.4 (H)  
Prerequisite: Completion of Survey of Criminal Justice Technology, Communication in Criminal Justice, and Human Relations in Criminal Justice  
Credit: ½

Criminalistics  
Course Number: 66.0550.0  
Prerequisite: Completion of Survey of Criminal Justice Technology, Communication in Criminal Justice, and Human Relations in Criminal Justice  
Credit: 1

Plus one of the following courses:

Internship in Criminal Justice  
Course Number: 66.0560.0  
Prerequisite: Successful completion of all courses in the completer program is recommended.  
Credit: 1

Internship in Criminal Justice  
Course Number: 66.0570.0  
Prerequisite: Successful completion of all courses in the completer program is recommended before taking this course.  
Credits: 1½

Internship in Criminal Justice  
Course Number: 66.0580.0  
Prerequisite: Successful completion of all courses in the completer program is recommended before taking this course.  
Credits: 2

HUMAN SERVICES ASSOCIATE (CT, DN, KN, LR, MM, NT, OV, PT)  
CIP# 440000

In this program, students investigate job possibilities, practice work readiness skills, and explore careers in the broad and rapidly growing human services field. Professionals in the human services field work with clients in a variety of settings to help them change behaviors. Potential jobs include human service associate, rehabilitation assistant, recreation aide, and social service technician. Postsecondary careers include case manager, human service resource manager, job coach, director of activities, counselor, and psychologist. The types of clientele typically served are studied. Strategies used in recognizing, counseling, and helping people in need are studied in depth. Students who complete the program successfully may earn articulated college credits.

Introduction to Human Services  
Course Number: 66.0600.0  
Course Number: 66.0600.4 (H)  
Prerequisite: None  
Credit: 1

Independent Living  
Course Number: 66.0800.0  
Course Number: 66.0800.4  
Prerequisite: None  
Credit: ½
**Decisions in Family Living**
Course Number: 66.0230.0
Prerequisite: None
Credit: 1

**Psychology**
Course Number: 15.1300.0
Credit: ½
OR
Psychology: Advanced Placement
Course Number: 15.1300.6
Prerequisite: None
Note: Grade 12 standing is recommended.
Credit: 1

PLUS ONE OF THE FOLLOWING COURSES:

**Human Services Internship**
Course Number: 66.0650.0
Course Number: 66.0650.4 (H)
Prerequisites: Successful completion of all courses in the completer program is recommended before taking this course.
Credits: 2

**Human Services Internship**
Course Number: 66.0670.0
Course Number: 66.0670.4 (H)
Prerequisite: Successful completion of all courses in the completer program is recommended before taking this course.
Credit: 1

**NUTRITION & FOOD SCIENCE ASSOCIATE** (CT, DN, LN, KN, NT, PR, WD) CIP# 513104

This instructional program prepares students for entry-level positions and postsecondary study in the areas of dietetics, food science and nutrition, and food service in commercial and/or institutional settings. Students explore careers related to the preparation and service of food and the planning of healthy diets in a variety of circumstances. Scientific principles are applied to the study of food selection, production, preparation, and processing. Computer technology and applications are a vital component of this program. Students who complete the program may earn articulated college credits.

**Nutrition and Foods I**
Course Number: 66.0300.0
Prerequisite: None
Credit: 1

**Nutrition and Food Science**
Course Number: 66.0310.0
Course Number: 66.0310.4 (H)
Prerequisite: Successful completion of Nutrition and Foods I is required before taking this course.
Credit: ½

**Food Preparation and Management**
Course Number: 66.0320.0
Course Number: 66.0320.4 (H)
Prerequisite: Successful completion of Nutrition and Foods I is required before taking this course.
Credit: ½

**Nutrition and Food Science Internship**
Course Number: 66.0330.0
Prerequisites: Successful completion of Nutrition and Foods I, Nutrition & Food Science, & Food Preparation & Management is required before taking this course.
Credits: 2

**RETAIL MERCHANDISING & VISUAL PRESENTATION** (DN, LN, OV, PH, RA, WD) CIP# 0801024

This is an interdisciplinary career completer program with Art and Business Education that provides opportunities for students to enter the fields of retail merchandising and visual presentation. Students completing this program will acquire skills and knowledge that will prepare them to apply technical information, computer technology, marketing strategies, principles and elements of design, and materials and production processes for entry level positions and/or continued education in the design and retail field. Students who complete the program may earn articulated college credits.

**Design Art & Technology Applications**
Course Number: 41.2200.0
Prerequisite: None
Credit: 1

**Residential and Interior Design**
Course Number: 66.0410.0
Prerequisite: None
Credit: ½

**Fashion Strategies**
Course Number: 66.0400.0
Prerequisite: None
Credit: ½

**Marketing**
Course Number: 35.4100.0
Prerequisite: None
Credit: 1

PLUS

**Marketing/Entrepreneurship**
Course Number: 35.4120.0
Credits: 2
OR
**Independent Study**
Course Number: 41.9010.0
Credit: 1
Prerequisite: None
This instructional program prepares students to work successfully with school age children in a variety of work environments and to pursue postsecondary education in the field. They study the growth and development of children ages 6-12 and learn about teaching and classroom management strategies. Classroom observations, job shadowing, career planning, and portfolio development are essential components of the program. Students are afforded first-hand experiences with school age children. Students who complete the program may earn articulated college credits.

**Child Development/ERP I**
- Course Number: 66.0200.0
- Course Number: 66.0200.4 (H)
- Prerequisite: None
- Credit: 1

**School Age Child Development & Care**
- Course Number: 66.0700.0
- Course Number: 66.0700.4
- Prerequisite: Successful completion of CD/ERP I is recommended before taking this course
- Credit: 1

**Independent Living**
- Course Number: 66.0800.0
- Course Number: 66.0800.4 (H)
- Prerequisite: None
- Credit: ½

**Software and Computer Applications I**
- Course Number: 35.2510.0
- Prerequisite: None
- Credit: ½

**PLUS ONE OF THE FOLLOWING COURSES:**

**School Age Child Development & Care Internship**
- Course Number: 66.0750.0
- Course Number: 66.0750.4 (H)
- Prerequisite: Successful completion of School Age Child Development & Care is required before taking this course.
- Credit: 1

**School Age Child Development & Care Internship**
- Course Number: 66.0770.0
- Course Number: 66.0770.4 (H)
- Prerequisites: Successful completion of School Age Child Development & Care is required before taking this course.
- Credits: 2

*This course provides a service learning component.

**TEACHER ACADEMY OF MARYLAND (DN, ET)**

The Teacher Academy of Maryland completer program prepares students for post-secondary education and careers in the field of secondary education. The program focuses on teaching as a profession, and includes information on human growth and development, learning theory, and curriculum and instruction. Students participate in internship experiences that include exposure to multiple age levels and subjects, including critical shortage areas. Students who complete the program may earn articulated college credits.

**Child Development/ERP I**
- Course Number: 66.0200.0
- Course Number: 66.0200.4
- Prerequisite: None
- Credit: 1

**Child and Adolescent Development**
- Course Number: 66.0900.0
- Prerequisite: None
- Credit: 1

**Teaching as A Profession**
- Course Number: 66.0910.0
- Prerequisites: Successful completion of CD/ERP I or Child and Adolescent Development is recommended before taking this course.
- Credit: 1

**Foundations of Curriculum and Instruction**
- Course Number: 66.0920.0
- Prerequisite: Completion of Child Development/ERP I or Child and Adolescent Development and Teaching as A Profession
- Credit: 1

**Education Academy Internship**
- Course Number: 66.0930.0
- Prerequisites: Successful completion of the preceding sequence of courses is required before taking this course.
- Credit: 1

*This course provides a service learning component.