CTAE Course Program Guide
And Inventory Tips

Beth Adams
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Thomas County Schools
COURSE PROGRAM GUIDE

- Presented to the faculty during professional learning
- Highlights
  - Pathway Courses
  - Career Connections
  - CTSOs
- Posted on-line for parents to view prior to registration
- Not just CTAE – all electives included in finished product
Introduction to Career Pathways

CTAE Course for Science Credit

Career, Technology, and Agriculture Education Department
P.R.E.P. Academy

Career Pathways:
Thomas County Central High School’s P.R.E.P. Academy is proud to offer students the opportunity to pursue both educational and career goals by offering Career Pathways as defined in the Georgia High School Graduation Requirements. We currently offer 12 pathways in 7 different program areas.

A Career Pathway is a sequence of three or more courses that match a student’s academic and career interests which provides hands-on training and skill building in a career area. Students who complete a Career Pathway will take an End of Pathway Assessment to earn a work-related credential in his or her chosen area of study.

CTAE courses described in this guide are listed by program area and pathway.

CTAE Courses for Science Credit:
We currently offer three CTAE courses that satisfy the fourth science requirement for high school graduation and have been approved by the Board of Regents as a fourth science course. This means these courses are accepted by Georgia colleges and universities as a science credit for admissions purposes.

These courses are:
- General Horticulture and Plant Science (Agriculture, Plant Science Pathway)
- Animal Science Technology (Agriculture, Animal Science Pathway)
- Food & Nutrition Through the Lifespan (Family and Consumer Science)

We offer four CTAE courses that satisfy the fourth science requirement for high school graduation, but have not been approved by the Board of Regents as a fourth science course needed for college admission.

These courses are:
- Forest Science (Agriculture, Forestry/Natural Resources Pathway)
- Wildlife Management (Agriculture, Forestry/Natural Resources Pathway)
- Introduction to Healthcare Science (Healthcare Science, Nursing Pathway)
- Applications of Therapeutic Services (Healthcare Science, Nursing Pathway)

Information updated from the Georgia Department of Education (August 19, 2011).
**Pathway Planning**

- Developed ‘Pathway’ graphic for students
  - Old Pathways
  - New Pathways

![Pathway Planning Diagram](image-url)
Sample Page

- Course Information by Pathway
  - Title
  - Course Number
  - Suggested Grade-Level
  - Description

- Connected Careers
**OTHER INFORMATION INCLUDED**

- **Career Technical Student Organizations**

- **Nontraditional Career Information**

- **Work-Based Learning and Youth Apprenticeship**

- **Other Initiatives**

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SIMPLIFIED HANDOUT FOR TEACHERS

○ Lists courses and course numbers of
  - Current Students
  - New Students
○ Help guide students through preregistration discussion in TAA
INVENTORY TIPS

○ Inventory Process:
  • Add items to inventory
    ○ As purchased
    ○ Distribute PO record for accuracy
  • Conduct inventory
  • Update inventory spreadsheet
  • Submit for review

○ Forms
  • Excel spreadsheet for inventory
  • Inventory Directions
# Inventory Spreadsheet

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**Code:**
- L: Lost/Stolen
- B: Broken/Will Not Repair
- O: Out of Date/No Longer in Use
- I: In Use
- S: In Storage
# Inventory Directions

**Inventory Directions**
*Updated 2014*

**Columns:**
- **Item:**
- **Serial Number:**
- **Units Added:**
- **Units Deleted:**
- **Total Units:**
- **Code:**
- **Purchase Date:**
- **Funding Source:**
- **Purchase Price:**
- **Lost/Stolen:**
- **B:** Broken/Will Not Repair
- **O:** Out of Date/No Longer in Use
- **I:** In Use
- **S:** In Storage

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1. **Name, Room Number and Department Listed**

2. **Check existing equipment and add new equipment on the blank lines.**

3. **Add serial numbers for all equipment in the lab/classroom. If Serial Number appears, please add the correct number.**

4. **Check the number of units you have on-hand.**

5. **List the number of units you have added this year (2012/2013).**

6. **List the number of units you have deleted this year.**

7. **There is a formula entered that will automatically add or subtract for a total.**

8. **Insert a use code for each item. If an item is in need of maintenance or repair, please get a list to the CTAE Director for summer maintenance.**

9. **Enter the fiscal year in which the item was purchased. Any items added this year will be FY14.**

10. **Indicate if the funds were local, Perkins, CREG or IC**

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**Notes:**
- All lab equipment should be listed on a separate line with a serial number. For example, if you have 2 printers, you cannot list 2 in your quantity. You must list each printer separately.
- All student computer stations must be added to inventory. Please list each CPU and monitor separately.
- You may have two inventory sheets (one for classroom items like desks, tables, etc. and one for lab equipment). Check your tabs at the bottom of your spreadsheet.
**COMPLETED INVENTORY**

Tabs at the bottom of the spreadsheet separate classroom/lab inventory.
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