



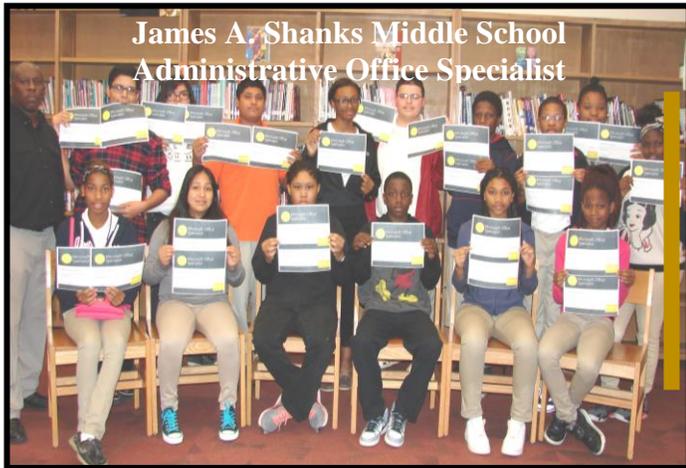
**Gadsden County High School  
Administrative Office Specialist**



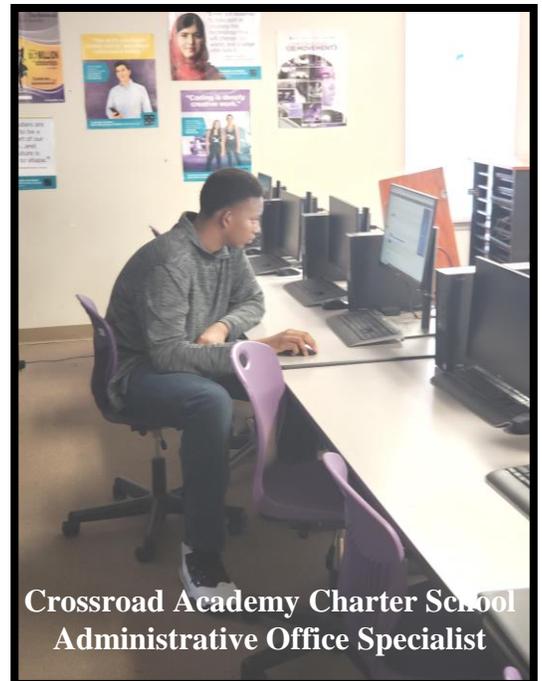
**Gadsden County High School  
Culinary Arts**



**Gadsden County High School  
Agricultural Biotechnology/ Argiscience**



**James A. Shanks Middle School  
Administrative Office Specialist**



**Crossroad Academy Charter School  
Administrative Office Specialist**

**Gadsden County Public Schools  
Career & Technical Education  
Course Catalog**

*This document is certified true and correct in content and policy.*



Dr. Sylvia R. Jackson  
Director, Adult Career and Technical Education  
Gadsden Technical Institute

08/31/2020

DATE



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- *James A. Shanks Middle School*
  - *West Gadsden Middle School*
  - *Gadsden County High School*
  - *Crossroad Academy Charter School*

Gadsden County School District Superintendent  
*Elijah Key*

Gadsden County Governing Board  
*Cathy S. Johnson, District 1*  
*Steve Scott, District 2*  
*Leroy McMillan, District 3*  
*Charlie D. Frost, District 4*  
*Karema D. Dudley, District 5*

Director, Career and Technical Education  
*Dr. Sylvia R. Jackson*

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# 2020-2021 Student Calendar

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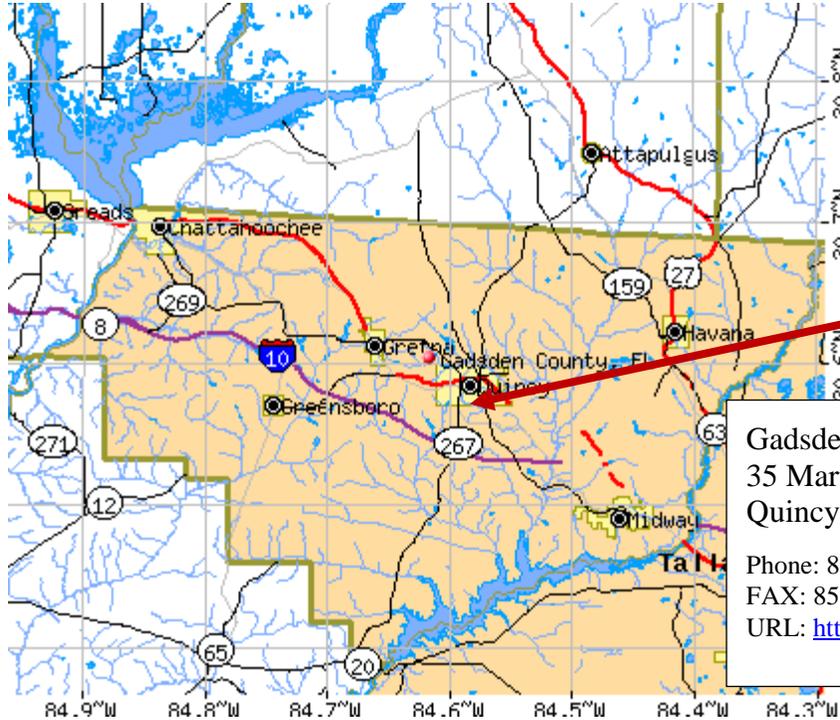
Board Approved July 2020

## GADSDEN COUNTY SCHOOLS 2020-2021 STUDENT CALENDAR

2020		
August	31	First Day of School
September	7	Labor Day Holiday
October	23	Student out of school
	30	End of 1 <sup>st</sup> Nine Weeks
November	2	Students out of school
	3	Beginning of 2 <sup>nd</sup> Nine Weeks
November	11	Veterans Day Holiday
	20	Students out of school
	23-27	Thanksgiving Holiday/Fall Break
December	21-31	Students out of school for Christmas Break
<b>2021</b>		
January	1	Students out of school for New year's Holiday
	4	Students return to school
	18	Students out of school - Martin Luther King Holiday (District-wide)
	29	End of 2 <sup>nd</sup> Nine Weeks
February	1	Students out of school
	2	Beginning of 3 <sup>rd</sup> Nine Weeks
	8-12	FTE Survey Week
March	15-19	Student out of school – Spring Holiday ( District-wide)
	25	Good Friday - Teacher Paid Holiday, (Students out) (Food Service, Bus Drivers, Paraprofessionals, 10 Month Employees, Visiting Teachers/Social Workers non work day)
April	2	Students out of school – Good Friday
	9	End of 3 <sup>rd</sup> Nine Weeks
	12	Students out of school
May	31	Students out of school - Memorial Day Holiday (District-wide)
June	18	Last Day for Students

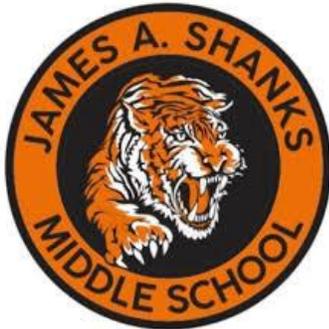
# Map and Directions

## Directions



Gadsden County School Board  
 35 Martin L. King Jr. Blvd.  
 Quincy, FL 32351

Phone: 850-627-9651  
 FAX: 850-627-2760  
 URL: <http://www.gadsdenschools.org>



James A. Shanks Middle School  
 1400 W. King Street  
 Quincy, FL 32351  
 850-875-8737



West Gadsden Middle School  
 200 Providence Road  
 Quincy, FL 32351  
 850-442-9500



Gadsden County High School  
 27001 Blue Star Highway  
 Havana, FL 32333  
 850-662-2300



Crossroad Academy Charter School  
 470 Strong Road  
 Quincy, FL 32351  
 850-875-9626

# James A. Shanks Middle School

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## Administrative Office Specialist

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.



The content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

### **COURSE DESCRIPTION:**

This core course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards.

Course #	Course Title	Credit(s)
8207310	Digital Information Technology	1 credit

This course is designed to assist with administrative and general office duties in a support capacity. This course explores and expands the core competencies in the areas of personal and professional development and promotes application of higher level office procedures tasks and communications skills through the use of technology.

Course #	Course Title	Credit(s)
8212110	Administrative Office Technology 1	1 credit

# James A. Shanks Middle School

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## Information Technology

The purpose of this course is to provide students with the computer, digital, and information technology skills necessary for success in their future academic and occupational goals. In addition to fundamental computer information, the content includes but is not limited to digital technologies associated with web development, multimedia, word processing, spreadsheet, database, Internet communications, cybersecurity, and computer programming.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.



### **COURSE DESCRIPTION:**

This course builds on the previous two courses and provides greater depth and more complex concepts and the skills/knowledge to master these concepts. In addition to working with network concepts, students will be provided opportunities to further extend their skills with various software applications by creating more complex documents and using more complex functions and technologies. Students will continue their exposure to computer programming and the creation of more complex computer programs. For the programming instruction, the use of Alice from Carnegie Mellon University is encouraged as it is a highly engaging program, includes instructional materials, and is available at no cost.

Course #	Course Title	Length
9009140	Information & Communications Technology (ICT) Essentials Career and Career Planning	1 year

# West Gadsden Middle School

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## Administrative Office Specialist

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The content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

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This core course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards.

Course #	Course Title	Credit(s)
8207310	Digital Information Technology	1 credit

This course is designed to assist with administrative and general office duties in a support capacity. This course explores and expands the core competencies in the areas of personal and professional development and promotes application of higher level office procedures tasks and communications skills through the use of technology.

Course #	Course Title	Credit(s)
8212110	Administrative Office Technology 1	1 credit

# West Gadsden Middle School

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## Culinary Arts

### **Program Content / Objectives**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.



### **COURSE DESCRIPTION:**

This course covers the history of the food service industry and careers in that industry. Also covered are safety in the workplace; employability skills; leadership/teamwork skills; care and use of commercial culinary equipment; basic food science; basic nutrition; and following recipes in food preparation labs.

Course #	Course Title	Credit(s)
8800510	Culinary Arts 1	1 credit

# Gadsden County High School

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## Accounting Applications

### **Program Content / Objectives**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as an Information Technology Assistant, Accounting Clerk, Accounting Associate, and Accounting Assistant in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupationally-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.



The content includes but is not limited to double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities.

### **COURSE DESCRIPTION:**

This core course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards.

Course #	Course Title	Credit(s)
8207310	Digital Information Technology	1 credit

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

Course #	Course Title	Credit(s)
8203310	Accounting Applications 1	1 credit

# Gadsden County High School

## Administrative Office Specialist

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.



### **COURSE DESCRIPTION:**

This core course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards.

Course #	Course Title	Credit(s)
8207310	Digital Information Technology	1 credit

This course is designed to assist with administrative and general office duties in a support capacity. This course explores and expands the core competencies in the areas of personal and professional development and promotes application of higher level office procedures tasks and communications skills through the use of technology.

Course #	Course Title	Credit(s)
8212110	Administrative Office Technology 1	1 credit

This course is designed to develop proficiency in using the advanced features of software programs to perform office-related tasks.

Course #	Course Title	Credit(s)
8212120	Business Software Applications 1	1 credit

This course is designed to develop the entry-level skills required for careers in digital design. The content includes computer skills; digital publishing concepts and operations; layout, design, and measurement activities; digital imaging; communication, collaboration and decision-making activities; critical thinking and problem-solving.

Course #	Course Title	Credit(s)
8212410	Administrative Office Technology 2	1 credit

# Gadsden County High School

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## *Administrative Office Specialist*

This course is designed to use technology to produce high quality employment portfolios, research job opportunities, and compile and disseminate job-seeking documents.



Course #	Course Title	Credit(s)
8212160	Business Software Applications 2	1 credit

# Gadsden County High School

## Agriculture Biotechnology

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Agriculture, Food and Natural Resources career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Agriculture, Food and Natural Resources career cluster.



The content includes but is not limited to planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

### **COURSE DESCRIPTION:**

This course is designed to develop competencies in the areas of agricultural history and the global impact of agriculture; career opportunities; scientific and research concepts; biological and physical science principles; environmental principles; agriscience safety; principles of leadership; and agribusiness, employability, and human relations skills in agriscience. Laboratory-based activities are an integral part of this course. These include the safe use and application of appropriate technology, scientific testing and observation equipment.

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental quality, and safety procedures will be an integral part of this course. Students will interact with materials and primary sources of data or with secondary sources of data to observe and understand the natural world. Students will develop an understanding of measurement error, and develop the skills to aggregate, interpret, and present the data and resulting conclusions. Equipment and supplies will be provided to enhance these hands-on experiences for students. A minimum of 20% of classroom time will be dedicated

Course #	Course Title	Credit(s)
8106810	Agriscience Foundations 1	1 credit

This course was developed as a core and is designed to develop competencies in the areas of agricultural biotechnology in agriculture, scientific investigation, laboratory safety, scientific and technological concepts; and the fundamentals of biotechnology.

Course #	Course Title	Credit(s)
8106850	Agricultural Biotechnology 2	1

This course is designed to enhance competencies in the areas of current agricultural biotechnology applications, genetic principles, tissue/cell culture, and the potential for biotechnology in the area of agriculture.

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental quality, and safety procedures will be an integral part of this course. Students will interact with materials and primary sources of data or with secondary sources of data to observe and understand the natural world. Students will develop an understanding of measurement error, and develop the skills to aggregate, interpret, and present the data and resulting conclusions. Equipment and supplies will be provided to enhance these hands-on experiences for students. A minimum of 20% of classroom time will be dedicated to laboratory experiences.

Course #	Course Title	Credit(s)
8106860	Agricultural Biotechnology 3	1 credit

# Gadsden County High School

## Agritechnology

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Agriculture, Food and Natural Resources career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Agriculture, Food and Natural Resources career cluster.



The content includes but is not limited to instruction in animal and plant production and processing; agriculture marketing; agricultural mechanics; employability skills; mathematics; basic science; biological sciences; communications; and human-relations skills.

### **COURSE DESCRIPTION:**

This course is designed to develop competencies in the areas of agricultural history and the global impact of agriculture; career opportunities; scientific and research concepts; biological and physical science principles; environmental principles; agriscience safety; principles of leadership; and agribusiness, employability, and human relations skills in agriscience. Laboratory-based activities are an integral part of this course. These include the safe use and application of appropriate technology, scientific testing and observation equipment.

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental quality, and safety procedures will be an integral part of this course. Students will interact with materials and primary sources of data or with secondary sources of data to observe and understand the natural world. Students will develop an understanding of measurement error, and develop the skills to aggregate, interpret, and present the data and resulting conclusions. Equipment and supplies will be provided to enhance these hands-on experiences for students. A minimum of 20% of classroom time will be dedicated to laboratory experiences.

Course #	Course Title	Credit(s)
8106810	Agriscience Foundations 1	1 credit

This course is designed to develop competencies in the areas of agriscience industry careers; prevention and treatment of livestock diseases; livestock anatomy; wholesale cuts of meat; animal reproduction and identification; animal safety; animal-health certification; plant growth; plant fertilization; safe use of pesticides; maintenance of tools and equipment; record keeping; and employability skills.

Course #	Course Title	Credit(s)
8106820	Agritechnology 1	1 credit

This course is designed to develop competencies in the areas of welding; small gasoline engine service and repair; preventative maintenance procedures; irrigation system repair; refrigeration; new and emerging technologies; financial management skills; and employability skills.

Course #	Course Title	Credit(s)
8106830	Agritechnology 2	1 credit

# Gadsden County High School

## Culinary Arts

### Program Content / Objectives

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.



### COURSE DESCRIPTION:

This course covers the history of the food service industry and careers in that industry. Also covered are safety in the workplace; employability skills; leadership/teamwork skills; care and use of commercial culinary equipment; basic food science; basic nutrition; and following recipes in food preparation labs.

Course #	Course Title	Credit(s)
8800510	Culinary Arts 1	1 credit

In this course students will learn state mandated guidelines for food service; how to attain food handler training certification; and perform front-of-the-house and back-of-the-house duties. Students will prepare quality food products and present them creatively; demonstrate safe, sanitary work procedures; understand food science principles related to cooking and baking; and utilize nutrition concepts when planning meals/menus.

Course #	Course Title	Credit(s)
8800520	Culinary Arts 2	1 credit

In this course the student will research career opportunities in professional cooking/baking; follow guidelines on food selection, purchasing, and storage; and use communication skills. Students will prepare and present a variety of advanced food products; create centerpieces; and research laws specific to the hospitality industry. Also covered are management skills; how to develop a business plan; and utilization of technology in the workplace. Students will be knowledgeable about food safety manager training/certification training programs that are acceptable in Florida.

Course #	Course Title	Credit(s)
8800530	Culinary Arts 3	1 credit(s)

This course provides opportunities for students to apply their acquired knowledge and skills in culinary related scenarios. Track 1 is comprised of Standards 20 - 28 and is a one-credit course focused on Culinary and Hospitality Management. This is a culminating course to develop advanced culinary techniques and skills. Students will learn using modern technology and culinary trends. To complete the program, students must complete either Track 1 or Track 2 or Track 3. Students may complete more than one track in Culinary Arts 4.

Course #	Course Title	Credit(s)
8800540	Culinary Arts 4 (Track 1/Culinary & Hospitality Management)	1 credit(s)

# Gadsden County High School

## *Nursing Assistant (Acute and Long Term Care)*

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.



This course is designed to prepare students for employment as nursing assistants SOC- 31-1014 (Nursing Assistants) in nursing homes, hospitals, or other health care facilities.

The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills. **COURSE DESCRIPTION:** This course is part of the secondary Health Core consisting of an overview of the human body, both structurally and functionally with emphasis on the pathophysiology and transmission of disease. Medical terminology is an integral part of the course.

Course #	Course Title	Credit(s)
8417100	Health Science Anatomy & Physiology	1 credit

This course is part of the Secondary Health Core designed to provide the student with an in depth knowledge of the health care system and associated occupations. Emphasis is placed on communication and interpersonal skills, use of technology, ethics and the development of critical thinking and problem solving skills. Students may shadow professionals throughout the course.

Course #	Course Title	Credit(s)
8417110	Health Science Foundations	1 credit

This is a course designed to prepare the student to provide/assist with all aspects of activities of daily living for the adult patient in both hospital and nursing home settings. The course, which is taught by a registered nurse, includes didactic instruction, skills practice in the laboratory and clinical experience. Emphasis is also placed on the development of communication, interpersonal, problem solving and critical thinking skills.

Upon successful completion, the student is eligible to apply to sit for the Florida State Certified Nursing Assistant exam which qualifies as industry certification.

Course #	Course Title	Credit(s)
8417211	Nursing Assistant 3	1 credit

# Crossroad Academy Charter School

## Administrative Office Specialist

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The content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.



### **COURSE DESCRIPTION:**

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Course #	Course Title	Credit(s)
8207310	Digital Information Technology	1 credit

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Course #	Course Title	Credit(s)
8212110	Administrative Office Technology 1	1 credit

This course is designed to develop proficiency in using the advanced features of software programs to perform office-related tasks.

Course #	Course Title	Credit(s)
8212120	Business Software Applications 1	1 credit

The study of computers and algorithmic processes, including their principles, hardware and software designs, applications, and their impact on society, and includes computer coding and computer programming.

Course #	Course Title	Credit(s)
0200335	Advanced Placement Computer Science Principles	1 Credit

# Gadsden Technical Institute

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For Post-Secondary Information visit:



[www.gadsdentech.org](http://www.gadsdentech.org)

**Gadsden Technical Institute**  
**201 Martin Luther King, Jr. Blvd.**  
**Quincy, FL 32351**  
**850-875-8324**

Name	Job Description
Mrs. Tatia Thomas	Career Counselor – Admissions
Mrs. Natalie DuPont-Bradwell	Career Counselor – Financial Aid

