

## **Textbook Adoption Fall 2021 Textbook Committee Recommendations**

The South Carolina State Department of Education made the decision to begin the textbook adoption process for the career and technical education (CTE) courses listed below at the beginning of the 2021-2022 school year.

- Accounting 1
- Automotive Technology
- Cosmetology 1, 2, 3, 4
- Emergency Medical Services 1, 2
- Entrepreneurship
- Health Science 1, 2, 3
- Health Science Clinical Study
- Medical Terminology

All of the textbooks adopted by the SC State Board of Education for the 2021-2022 school year were reviewed by HCS committees. The committees included representative parents, classroom teachers, ESOL teachers, principals, and district staff. School-level representatives were instructed to vote based on input from all appropriate teachers in their schools.

### **Accounting 1**

This course is designed to help the student develop an understanding of the concepts, principles, and practices necessary in the preparation and maintenance of financial records concerned with business management and operations. Students are exposed to the accounting cycle, cash control systems, payroll, and careers in accounting.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of teachers from three schools, an administrator, a parent, and an ESOL representative. (The course is offered at three schools.)

**Committee Recommendation: Glencoe Accounting, 1st Edition, , McGraw Hill**

### **Automotive Technology**

The Automotive Technology program is designed to prepare students to perform entry-level maintenance and repair tasks under the supervision of an experienced technician. Students will have the opportunity to obtain multiple ASE entry-level certifications, as well as other industry certifications.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of a teacher from one school, an administrator, a parent, and an ESOL representative. (This course is only offered at one school.)

**Committee Recommendation: Modern Automotive Technology, The Goodheart- Wilcox Company Inc.**

### Cosmetology 1

The Cosmetology Program is designed to prepare students to qualify and successfully complete all requirements for a South Carolina Cosmetology license. Students receive training that follows the guidelines and regulations established by the South Carolina Labor, Licensing, and Regulation Cosmetology Board. The course of study includes Sanitation and Safety, Professionalism and Salon Management, Sciences of Cosmetology, Professional Hair Care Skills, Professional Nail Care Skills, Professional Skin Care Skills, and Unassigned Specific Needs. Instruction in chemistry, bacteriology, anatomy, and physiology of the face, head, arms, and hands is incorporated by means of theory and practical application on both mannequins and live models.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of a teacher from one school, an administrator, a parent, and an ESOL representative. (This course is only offered at one school.)

**Committee Recommendation:** Milady Standard Cosmetology, Cengage Learning

### Cosmetology 2,3,4

The Cosmetology Program is designed to prepare students to qualify and successfully complete all requirements for a South Carolina Cosmetology license. Students receive training that follows the guidelines and regulations established by the South Carolina Labor, Licensing, and Regulation Cosmetology Board. The course of study includes Sanitation and Safety, Professionalism and Salon Management, Sciences of Cosmetology, Professional Hair Care Skills, Professional Nail Care Skills, Professional Skin Care Skills, and Unassigned Specific Needs. Instruction in chemistry, bacteriology, anatomy, and physiology of the face, head, arms, and hands is incorporated by means of theory and practical application on both mannequins and live models.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of a teacher from one school, an administrator, a parent, and an ESOL representative. (This course is only offered at one school.)

**Committee Recommendation:** Cosmetology, Today's Class

### Emergency Medical Services 1,2

Emergency Medical Services (EMS 1) is the first in a sequence of courses. Emergency Medical Services 1 is designed to teach students how to recognize and respond to various emergencies. Students will review basic anatomy and physiology as it relates to injury management and treatment. Students will review basic information needed for all phases of a healthcare professional. Information that students are exposed to will include legal and ethical implications, communications, safety, infection control and professionalism. In this course, students will learn what skills are necessary to recognize and care for emergencies in adults, children, and infants until professional medical help arrives. Students will obtain FA/CPR/AED certification. Students will be required to perform light physical activity.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of a teacher from one school, an administrator, a parent, and an ESOL representative. (This course is only offered at one school.)

**Committee Recommendation: Emergency Medical Responder, Savvas Learning Company**

### **Entrepreneurship**

This course is designed to provide students with the knowledge and skills needed to develop an effective business plan for small business ownership. An important part of the course will be the incorporation of economics, ethics, legal aspects, logistics, research, staffing, strategies for financing, and technology.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of teachers from four schools, an administrator, a parent, and an ESOL representative. (The course is offered at four schools.)

**Committee Recommendation: Entrepreneurship: Ideas in Action, Cengage Learning, Inc.**

### **Health Science 1**

Foundations of Healthcare Professions is an introductory course designed to provide students with an overview of the healthcare careers and foundational skills to begin their journey towards the future as a healthcare professional.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of teachers from seven schools, an administrator, a parent, and an ESOL representative. (The course is offered at seven schools.)

**Committee Recommendation: DHO Health Science, 9th Edition, Savvas Learning Company**

### **Health Science 2**

The Advanced Healthcare Applications course is designed to provide for the development of advanced knowledge and skills related to a wide variety of health careers. Students will employ hands-on experiences for continued knowledge and skill development.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of teachers from seven schools, an administrator, a parent, and an ESOL representative. (The course is offered at seven schools.)

**Committee Recommendation: HealthCenter21 - South Carolina Health Science 2, The Goodheart-Wilcox Company**

### **Health Science 3**

Health Science Human Structure, Function, and Disease acquaints students with basic anatomy and physiology of the human body. Students learn how the human body is structured and the function of each of the 12 body systems. Students will study the relationship that body systems have with disease from the healthcare point of view. This is a very “hands-on” course, and students will learn through projects and activities in the classroom. Skill procedures and foundation standards are reviewed and integrated throughout the program. Job shadowing is encouraged. This course does not count as lab science.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of teachers from four schools, an administrator, a parent, and an ESOL representative. (The course is offered at four schools.)

**Committee Recommendation: Anatomy, Physiology and Disease, Savvas Learning Company**

### **Health Science Clinical Study**

Health Science Clinical Study is a course that guides students to make connections from the classroom to the healthcare industry through clinical experiences/activities. This course is designed to provide for further development and application of knowledge and skills common to a wide variety of healthcare professions. The students in this course will build on all the information and skills presented in the previously required course foundation standards. The students will relay these skills into real-life experiences. The student, teachers, and work-based learning coordinators will work together to create opportunities for the students to get the best experience available in the district's geographic region. Students in this course must be BLS Healthcare Providers CPR certified and HIPAA trained before participating in any healthcare experience outside of the classroom. OSHA Safety Training – Healthcare certification is highly recommended.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of teachers from two schools, an administrator, a parent, and an ESOL representative. (The course is offered at two schools.)

**Committee Recommendation: Health Center 21- South Carolina Clinic Study, Applied Educational Systems, Inc.**

### **Medical Terminology**

Medical terminology is designed to develop a working knowledge of the language of health professions. Students acquire word-building skills by learning prefixes, suffixes, roots, combining forms, and abbreviations. Utilizing a body systems approach, students will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, and pharmacology. Students will use problem-solving techniques to assist in developing an understanding of course concepts.

This committee was led by the Coordinator for CTE Program Quality. The committee was composed of teachers from eight schools, an administrator, a parent, and an ESOL representative. (The course is offered at eight schools.)

**Committee Recommendation: Medical Terminology for Health Professionals, 8th edition, Cengage Learning, Inc.**