

Career and Technical Education							
ALSDE - approved CTE Course of Study Standards linked HERE .							
Supplemental Resources: Subject area courses may utilize the following supplemental resources:							
Below are the adopted textbooks for CTE courses as well as the course outline and description.							
Course	Textbook Title	Author	Edition	Publisher	Copyright Year	Tentative Course of Study	Course Descriptions
INTRO TO INFORMATION SYSTEMS	NA	NA	NA	NA	NA	COASTAL ALABAMA COMMUNITY COLLEGE	This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.
MICROCOMPUTER APPLICATIONS	NA	NA	NA	NA	NA	COASTAL ALABAMA COMMUNITY COLLEGE	This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications.
PERSONAL DEVELOPMENT	NA	NA	NA	NA	NA	COASTAL ALABAMA COMMUNITY COLLEGE	This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success.
SERVER ADMINISTRATION	NA	NA	NA	NA	NA	COASTAL ALABAMA COMMUNITY COLLEGE	This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.