

# CAREER AND TECHNICAL EDUCATION (CTE) COURSES

(All of the following courses may count towards the CTE Diploma)

## COMPUTER

All freshmen are required to either take a one semester Computer Literacy course or (if they take and pass the Computer Literacy Challenge Test) a full year computer applications class. Freshmen who enroll in a year long computer class will still be responsible for fulfilling a ½ credit of Health, which is required for graduation.

### COMPUTER LITERACY

Semester/Required

9

(10,11,12 who have not

completed Computer Literacy)

Students will learn basic computer functions and skills needed for success in the 21st Century. They will evaluate software, hardware, and peripherals to meet personal needs. They will explore the history of computers and relevant ethical issues as well as a broad exploration of careers. Students will demonstrate the ability to keyboard and use word processing, database, and spreadsheet applications. No prior computer knowledge or courses are necessary.

**Lab Fee: \$5.**

## TRADE AND INDUSTRY PROGRAMS

### AUTOMOTIVE

#### AUTOMOTIVE MECHANICS TECHNOLOGY I

Full Year

9 10 11 12

This one year course introduces the student to the make-up and operation of the automobile's component systems. Maintenance, diagnosis, and repair skills will be developed by the student. Classroom and demonstration instruction will prepare the student to complete the shop experiences. Emphasis of how technology affects the automobile and application or working scientific principles will be stressed. Safe working habits, correct tool usage, consumer awareness and career opportunities will be emphasized to help prepare the student for employment in a transportation-related field **Lab Fee: \$10 (each student must also purchase a pair of coveralls and safety glasses).**

- **This is a Tech Prep class.**
- **Students can earn three college credits through WNC with a grade of B or higher.**
- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is based on the State Standards for Automotive General Service Technician.**

#### AUTOMOTIVE MECHANICS TECHNOLOGY II

Full Year

10 11 12

This one year occupational career course is for the student seeking job entry skills in the transportation-related field. Following the industry example of specialization, the student will study and complete hands-on training for the following units: maintenance/tune-up/diagnosis, engine rebuilding, drive-trains, carburetion/fuel injection, electrical and computer control, brakes, and air conditioning. Two-thirds of coursework will be hands-on. Prerequisite: A grade of C or higher in Automotive Mechanics Technology I or instructor's approval. **Lab Fee: \$20 (each student must also purchase a pair of coveralls and safety glasses).**

- **This is a Tech Prep class.**
- **Students can earn three college credits through WNC with a grade of B or higher.**
- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is based on the State Standards for Automotive General Service Technician.**

**AUTOMOTIVE MECHANICS  
TECHNOLOGY III**

Full Year  
11 12

During this course the student will review and practice all previously learned theories and skills. Through classroom and practical application, the student will gain a better understanding of automotive repair. The student will diagnose problems in the ignition computers, anti-lock brake system, electronics, pollution control sensors, air fuel control mechanisms, as well as basic automotive electrical review. Further understanding of the oscilloscope and available computer diagnostic equipment will be required. This course will require research and study outside the classroom. Prerequisite: A grade of C or higher in Automotive Mechanics Technology II or instructor's approval. **Lab Fee: \$20 (each student must also purchase a pair of coveralls and safety glasses).**

- **This is a Tech Prep class.**
- **Students can earn three college credits through WNC with a grade of B or higher.**
- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is based on the State Standards for Automotive General Service Technician.**

**AUTOMOTIVE MECHANICS  
TECHNOLOGY-PROJECTS**

Full Year  
12

During this course the student will review and practice all previously learned theories and skills. Through classroom and practical application the student will gain a better understanding of automotive repair. Students are required to plan and provide a long term project or work on instructor provided automobiles. This is a hands-on course. Prerequisite: A grade of C or higher in Automotive Mechanics Technology III or instructor's approval. **Lab Fee: \$20 (each student must also purchase a pair of coveralls and safety glasses).**

- **This is a Tech Prep class.**
- **Students can earn three college credits through WNC with a grade of B or higher.**
- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is based on the State Standards for Automotive General Service Technician.**

**AUTO BODY I**

Full Year  
9 10 11 12

This is a career course designed for entry into the auto body repair trade: career exploration, automobile construction, metal finishing, painting and other technical and knowledge skills will be taught. Classroom theory will aid in the understanding of collision repair technology. **Lab Fee: \$40.**

- **This is a Tech Prep class.**
- **Students can earn three college credits through WNC with a grade of B or higher.**
- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement**
- **This course meets the state requirements for Collision Repair Technology Skill Standards.**

**AUTO BODY II**

Full Year  
10 11 12

This is a career course to further the knowledge of the auto body repair trade. Metal finishing, structural analysis, welding and cutting skills, estimating, frame work and other technical and knowledge skills will be taught. Prerequisite: A grade of B or higher in Auto Body I or instructor's approval. **Lab Fee: \$40.**

- **This is a Tech Prep class.**
- **Students can earn three college credits through WNC with a grade of B or higher.**
- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement**
- **This course meets the state requirements for Collision Repair Technology Skill Standards.**

### **AUTO BODY III**

Full Year

11 12

In this course the student will review and practice all previously learned theories and skills. Particular areas of emphasis will include auto painting and other allied skills. Prerequisite: A grade of B or higher in Auto Body II or instructor's approval. **Lab Fee: \$40.**

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement**
- **This course meets the state requirements for Collision Repair Technology Skill Standards.**

### **AUTO BODY PROJECTS**

Full Year

12

In this course the student will develop and refine the previously learned theories and skills. Particular areas of emphasis will include metal finishing, painting, welding, frame work, and other allied skills. Students are encouraged to bring in project vehicles to further refine their skills. Prerequisite: A grade of B or higher Auto Body III or instructor's approval. **Lab Fee: \$40.**

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement**
- **This course meets the state requirements for Collision Repair Technology Skill Standards.**

## **WELDING**

### **WELDING I**

Full Year

9 10 11 12

An exploratory course designed to introduce the student to some of the many facets of metal working and related areas. Safe use of all equipment will be emphasized. Students will develop skills in basic welding processes which include oxyacetylene, shield metal arc, gas metal arc, and gas and arc cutting. Students will practice in the lab doing a variety of joints and beads. Skills will be developed in layout, cutting, beading, and forming. Introduction to equipment will be made. The student will learn how to read measuring tools, set-up and safe use of machines. Each student is given a chance to do a range of projects. NOTE: All students must pass a safety test for each machine before operating them. Students are required to do an exit project that must be paid for by the student. **Lab Fee: \$40 (each student must also purchase a pair of coveralls).**

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course meets State Welding Standards.**
- **This is a Tech Prep class.**
- **Three college credits can be earned through WNC with a grade of B or higher.**

### **WELDING II**

Full Year

10 11 12

This course is designed to provide the student with occupational training in welding, and other related type machine work. Students will continue to develop advanced skills in arc welding, gas metal arc, and oxyacetylene welding. The development of advanced projects will be emphasized. This will include skills in layout, set-up, and using the proper equipment to fabricate the project. Two-thirds of the course work will be hands-on and major project fabrication. Prerequisite: A grade of B or higher in Welding I or instructor's approval. **Lab Fee: \$40 (each student must also purchase a pair of coveralls).**

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course meets State Welding Standards.**
- **This is a Tech Prep class.**
- **Three college credits can be earned through WNC with a grade of B or higher.**

### **WELDING III**

Full Year

11 12

This course is designed to provide the student with welding and other related type machine work. Students will continue to develop advanced skills in arc welding, gas metal arc, and oxyacetylene welding. Students will be introduced to gas metal arc welding principles, and functions. The development of advanced projects and out of position welding will be emphasized. This will include skills in layout, set-up, and using the proper equipment to fabricate the project. Two-thirds of the course work will be hands-on and major project fabrication. Safe use of machines and hand tools will be emphasized. Prerequisite: A grade of B or higher in Welding II or instructor's approval. **Lab Fee: \$40 (each student must also purchase a pair of coveralls).**

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement**
- **This course meets State Welding Standards.**
- **This is a Tech Prep class.**
- **Three college credits can be earned through WNC with a grade of B or higher.**

### **WELDING PROJECTS**

Full Year

12

This course is designed to provide the student with advanced welding and other related type machine work. Students will continue to develop advanced skills in arc welding, gas metal arc, oxyacetylene welding, plasma arc cutting and gas tungsten arc welding (GTAW). The development of advanced projects and out of position welding will be emphasized. This will include skills in layout, set up and proper use of equipment to fabricate projects, develop desirable work habits, emphasize employee loyalty, responsibility, leadership, and business values. Three quarters of the course work will be hands on and major projects fabrication. Safe use of machines and hand tools will be emphasized. Prerequisite: A grade of B or higher in Welding III or instructor's approval. **Lab Fee: \$40 (each student must also purchase a pair of coveralls).**

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement**
- **This course meets State Welding Standards.**
- **This is a Tech Prep class.**
- **Three college credits can be earned through WNC with a grade of B or higher.**

### **CAD I**

Full Year

\*9 10 11 12

(\*9th graders who scored high enough on the Computer Literacy Challenge Test)

Learn the many facets of Computer Aided Drafting (CAD) by drawing and designing mechanical parts, technical features, and architectural blueprints, while earning three free college credits. This is an introductory course to computer aided drafting and design. After learning basic drafting skills and theory in a manual drafting unit, students apply this knowledge to computer drafting. This class will give students a solid basis in professional-level working drawings for a variety of applications including mechanical and architectural drafting. Students will receive instruction in dimensioning techniques, industry standards, and interpersonal communication skills, and will leave the class with a drafting portfolio. Prerequisite: Computer Literacy grade of C or higher. Lab Fee: \$20.

- **This course will fulfill the Art/Humanities/Career and Technical Education graduation requirement.**
- **This course is articulated with WNC: Eligible students can earn three college credits.**
- **This course is based on the Computer Aided Drafting and Design State Standards.**

**CAD II (HONORS)****Full Year****10 11 12**

This course allows students to increase their expertise in both technical and architectural drafting. Students will compile functional symbol libraries and apply technical skills to the creation of more difficult and detail-oriented projects. Students in this course will become competent in cutting-edge 3D modeling programs, including Inventor (a 3D mechanical design system) and Revit (a 3D Architectural program). After creating 2D and 3D representational drawings and models, students will apply their skills to design projects in various industry fields. By the end of this course, students will have an extensive professional portfolio. If you are considering a career in design, architecture, engineering, drafting, or manufacturing, this class is a must. Prerequisite: Grade of C or higher in CAD I or instructor permission. Lab Fee: \$20.

- **Credit in this course applies towards the Honors Diploma.**
- **This course fulfills the graduation requirements for art/humanities/Career and Technical Education graduation requirement.**
- **This course is articulated with WNC: Eligible students can earn three college credits.**
- **This course is based on the Computer Aided Drafting and Design State Standards.**

**CAD PORTFOLIO****Full Year****11 12**

Using the skills learned in the previous CAD courses, students in this course will focus on assembling both a physical and digital portfolio in preparation for employment or college entrance. After completing review projects in various software and industry fields, students can choose to specialize in specific programs and fields, such as architecture, engineering design, or technical solid modeling. Additionally, students will create two personal projects complete with proposals, timelines, and goals. Students will prepare and hang a public display of at least one of their projects. Prerequisite: Grade of B or higher in CAD II or instructor permission. Lab Fee: \$20.

- **This course is based on the Computer Aided Drafting and Design State Standards.**

**ARCHITECTURAL SURVEY****Semester/Full Year****\*9 10 11 12****(\*9th graders who scored high enough on the Computer Literacy Challenge Test)**

This course will introduce students to a variety of architectural designs throughout the ages. Students will compile research information on both historical and contemporary architectural styles and architects, learn the basics of architectural theory and design theory, and create several designs of their own. If you are considering a career in design or architecture, this class is a must. Prerequisite: Computer Literacy with a C or higher. Lab Fee: \$10 per semester.

- **This course will fulfill the Art/ humanities/Career and Technical Education graduation requirement.**

**WNC CONSTRUCTION TECHNOLOGY****Full Year****11 12**

This course is offered at WNC and designed to provide the student with occupational training in areas of structural layout and assembly, construction practices, plumbing and HVAC systems, electrical distribution systems, and construction site safety. Students will earn 10 WNC credits and can be eligible to enter an apprentice program upon successful completion of the course. Students are responsible for their own transportation. The course requires both A-5 and B-6 of the student's schedules and counts for 1 credit per semester with successful completion. Prerequisite: Junior or Senior and on-line with credits toward graduation. WNC registration fees are the responsibility of the student.

**WNC MACHINE TOOL  
TECHNOLOGY**  
Full Year  
11 12

This course, offered at WNC, is designed to prepare students for careers as machinists in local industry, manufacturing products for aerospace, computer technology, NASCAR and motorcycle racing. Students will earn 10 WNC credits while they learn basic machine shop skills such as lathe operation, precision measuring techniques, layout methods, and vertical mulling machine operations. The course requires both A-5 and B-6 of the students' schedules and counts for 1 credit per semester with successful completion. Students are responsible for their own transportation. Prerequisite: Junior or Senior and on-line with credits toward graduation. WNC pays partial tuition. Student is responsible for remaining fees.

## **INFORMATION TECHNOLOGY AND MEDIA COMMUNICATIONS**

**GRAPHIC DESIGN**  
Full Year  
9 10 11 12

Learn the many facets of graphic design by designing cereal boxes, CD cases, board games and much more while earning three free college credits! This course prepares students to effectively communicate ideas and information to consumer and business audiences via digital and printed media. Students will gain proficiency in Adobe PhotoShop Creative Suite software, typography, concept design, layout, paste-up and marketing techniques. For more information and project examples, go to [www.mrlopategui.com](http://www.mrlopategui.com). Lab Fee: \$20.

- **This course fulfills the Art/humanities/Career and Technical Education graduation requirement.**
- **This course is articulated with WNC. Students can earn three college credits with a grade of a B or higher.**

**3D ANIMATION I**  
Full Year  
9 10 11 12

Learn the skills that movie makers, architects, medical renderers and video game designers utilize in their professions and earn three free college credits! This course focuses on the software, hardware and mathematical tools used to represent, display, manipulate and animate three-dimensional objects on a computer screen. Instruction will include creating 3D models, using object modifiers, Boolean operations, applying surfaces and textures, cameras, lighting and rendering along with scene animation. For more information and project examples, go to [www.mrlopategui.com](http://www.mrlopategui.com). Lab Fee: \$15.

- **This course will fulfill the Art/Humanities/Career and Technical Education graduation requirement.**
- **This course is articulated with WNC. Students can earn three college credits with a grade of a B or higher.**
- **This course meets the State of Nevada Graphics and Multimedia Standards.**

**3D ANIMATION II**  
Full Year  
10 11 12

This course will build upon skills learned in 3D Animation I by utilizing advanced tools, textures and mapping, bones, and special effects. Students will also work collaboratively to complete several comprehensive projects. For more information and project examples, go to [www.mrlopategui.com](http://www.mrlopategui.com). Prerequisite: A grade of B or higher in 3D Animation I or instructor's approval. Lab Fee: \$15.

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is articulated with WNC. Students can earn three college credits with a grade of a B or higher.**
- **This course meets the State of Nevada Graphics and Multimedia Standards.**

### **3D PORTFOLIO**

**Full Year**

**11 12**

In this course, students will utilize 3D graphics skills to complete a number of complex projects based on themes of the students' choice. Working both individually and in groups, students will produce projects that include both still and animated renderings. Students are expected to leave the course with a collection of work that demonstrates their skill and individual style. For more information and project examples, go to [www.mrlopategui.com](http://www.mrlopategui.com). Lab Fee: \$15. Prerequisite: A grade of B or higher in 3D Animation II or instructor's approval.

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is articulated with WNC. Students can earn three college credits with a grade of a B or higher.**
- **This course meets the State of Nevada Graphics and Multimedia Standards.**

### **FLASH I**

**Full Year**

**9 10 11 12**

This course will explore the basic methods and skills necessary to create basic 2D animation using Adobe Flash. This introductory class will ease you into learning the program with interactive step-by-step instructions, sample files, and user interactive projects. Focus is on learning the interface, tools, and basic features of Flash while creating different types of animation and publishing content for the web. Students will create animated characters, text, buttons, and simple movies that can be viewed on the World Wide Web.

- **This course will fulfill the Art/Humanities/Career and Technical Education graduation requirement.**
- **This is a Tech Prep class.**
- **Students can earn three college credits through WNC with a grade of B or higher.**
- **This course is based on or meets the Nevada State Information Technology Skill standards.**

### **FLASH II**

**Full Year**

**10 11 12**

In this course students will use the advanced tools and features of Adobe Flash to plan, design, and develop complex 2D animation projects. This course is intended for students who have experience in working with the basic tools and features of Flash and want to expand their introductory skills in developing animations to work on projects involving complex animations, basic flash games and web-based multimedia presentations. Students will have the opportunity to express their creativity more effectively and improve their productivity. Prerequisite: Flash I.

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is based on or meets the Nevada State Information Technology Skill standards.**

### **WEB DESIGN I**

**Full Year**

**9 10 11 12**

This course will explore the basic methods and skills necessary to create Web pages for the World Wide Web. Students will learn HTML/XHTML, graphics applications, and other authoring (WYSIWYG) tools to the design, editing, and publishing (launching) of documents, images, graphics, sound, and multimedia products on the World Wide Web. Includes instruction in Internet Theory, web page standards and policies, elements of web page design, accessibility, user interfaces, special effects, interactive and multimedia components, search engines, navigation, e-commerce tools, ftp protocol and emerging web technologies. Students will create effective personal and business websites.

- **This course will fulfill the Art/humanities/Career and Technical Education graduation requirement.**
- **This is a Tech Prep class.**
- **Juniors and seniors can earn three college credits through WNC with a grade of B or higher.**
- **This course is based on or meets the Nevada State Information Technology Skill Standards.**

## **WEB DESIGN II**

**Full Year**

**10 11 12**

This course covers advanced web page authoring techniques using HTML/ XHTML, Cascading Style Sheets (CSS), graphics applications, and other authoring (WYSIWYG) tools to the design, editing, and publishing (launching) of documents, images, graphics, sound, and multimedia products on the World Wide Web. Includes instruction in advanced web page standards and policy, web site management, and emerging web technologies. Students will work as team members creating and maintaining the Carson High School Web Site. Doing so will give students real world experience in the field. Prerequisite: A grade of C or higher in Web Design I or instructor's approval.

- **This is a Tech Prep class.**
- **Students can earn three college credits through WNC with a grade of B or higher.**
- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is based on or meets the Nevada State Information Technology Skill Standards.**

## **MULTIMEDIA PORTFOLIO**

**Full Year**

**11 12**

This advanced career course is for those students who have a strong desire to enter the digital multimedia industry as a professional. It prepares the students to plan, supervise, and manage multimedia projects. The flash and web design projects move from the "makeover" projects, where all of the information is provided, to "open" or "all inclusive" scenarios in which the student must find and organize as much information and resources needed to complete unique projects. Students will work as team members creating and maintaining the Carson High School Web Site. Doing so will give students real world experience in the field. Prerequisite: A grade of C or higher in Web Design II, Flash II or instructor's approval.

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is based on or meets the Nevada State Information Technology Skill Standards.**

## **DIGITAL PHOTO I**

**Full Year**

**\*9 10 11 12**

**(\*9th graders who scored high enough on the Computer Literacy Challenge Test)**

Do you want to learn to take real effective and meaningful pictures? In this class you will learn how to use a digital camera to create amazing photographs. This class is designed to teach how to control the camera to bring your imagination to life. Students will learn to create images with a strong sense of design and composition that makes the photos more dynamic and exciting. Instruction includes digital camera operation and the use of Adobe Photoshop to improve, enhance, or produce other creative images. Students will also earn an Adobe Certified Associate Certificate by the end of the year, which is great for your resume. Having a digital camera is desirable, but not necessary. Lab Fee: \$25 per semester.

- **This course will fulfill the Art/Humanities/Career and Technical Education graduation requirement.**
- **Students may be able to earn college credits with a grade of B or higher. Tech Prep agreements pending.**

## **DIGITAL PHOTO II**

**Full Year**

**10 11 12**

In this class students will learn to use the more advanced features state of the art digital SLR cameras. They will have more challenging and creative assignments as well as advanced equipment to facilitate greater skills. They will learn more about portraits, sports, nature, and still life photography. Students will learn new and more exciting ways to use Adobe Photoshop. Prerequisite: A grade of B or higher in Digital Photo I or permission from the instructor. Lab Fee: \$25 per semester.

- **Students may be able to earn college credits with a grade of B or higher. Tech Prep agreements pending.**
- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**

## **PHOTO PORTFOLIO**

**Full Year**

**11 12**

Using the skills learned in the previous two courses, students in this class will focus on assembling both a physical and a digital portfolio in preparation for employment, college entrance, or gallery show. At the end of the year students will leave with two portfolios of work that demonstrate both their skill and individual style. Additionally, each student will be required to prepare and hang a public display of his or her work. . Prerequisite: A grade of B or higher in Digital Photo II or permission from the instructor. Lab Fee: \$25 per semester.

- **This course will fulfill the Art/Humanities/Career and Technical Education graduation requirement.**

## **DIGITAL VIDEO PRODUCTION-ADOBE**

**Full Year**

**\*9 10 11 12**

**(\*9th graders who scored high enough on the Computer Literacy Challenge Test)**

You Tube caught your interest? Do you want to learn to do even better and make outstanding videos that grab people's interest? Have you ever wondered how some cool movie special effects are created? Our state of the art digital video class has amazing technology to help you learn exciting and creative ways to become a more effective communicator in the 21st Century. Video Production at CHS is about creating a great video that tells an interesting, exciting story. At this introductory level the emphasis is on broadcast journalism, PSAs, music videos, and a variety of creative projects for contests. Students learn about script writing, performing, producing, directing, and editing. Seniors are allowed to work on video portions of their senior projects in class. Lab Fee: \$25 per semester.

- **This course will fulfill the Art/Humanities/Career and Technical Education graduation requirement.**
- **Affiliated with Skills USA, Student Television Network, SchoolTube, and partners with Adobe Inc.**

## **ADVANCED DIGITAL VIDEO PRODUCTION-ADOBE**

**Full Year**

**10 11 12**

Who is your favorite director? Would you like to learn how they make their films so great? This advanced class focuses on how to produce a higher quality video with the potential to win awards in various contests. The advanced class focuses more on creative projects that stretch the boundaries from the beginning level. Students will learn how to be more effective directors and learn special effects editing. Students will learn and readily use advanced digital video editing techniques with the most current equipment and software. Seniors are allowed to work on video portions of their senior projects in class. Students in this class will also enter video contest (including the Reno Film Festival). Prerequisite: Digital Video Production and instructor approval. Lab Fee: \$25 per semester.

- **This course will fulfill the Art/Humanities/Career and Technical Education graduation requirement.**
- **Affiliated with Skills USA, Student Television Network, SchoolTube, and partners with Adobe Software.**

## **DIGITAL VIDEO PORTFOLIO**

**Full Year**

**11 12**

This class is for students who have successfully completed Digital Video Production and Advanced Digital Video Production. This class focuses on the application of video production skills to major projects agreed upon between student and teacher. These projects are designed to be significant portfolio pieces and/or senior project components. This class will also help mentor the students in Digital Video Production and Advanced Digital Video Production. Prerequisite: Successful completion of Advanced Digital Video Production and instructor approval. Lab Fee: \$25 per semester.

- **This course will fulfill the Art/Humanities/Career and Technical Education graduation requirement.**
- **Affiliated with Skills USA, Student Television Network, SchoolTube, and partners with Adobe Software.**

## **A+ COMPUTER HARDWARE AND SOFTWARE I**

Full Year

\*9 10 11 12

(\*9th graders who scored high enough on the Computer Literacy Challenge Test)

Ever wanted to know how to fix computer problems, build a computer from scratch, or network multiple computers? This course covers a wide range of topics related to entry-level IT professions, including: diagnosis and repair of software and hardware, maintenance of computers, networking, troubleshooting, security, help desk support, and professional communication. Students completing the course will be fully prepared for Comptia A+ certification, which is part of the certification track for corporations such as Microsoft, HP, Cisco, and Novell. Lab Fee: \$10.

- **Students can earn three college credits through WNC with a grade of B or higher if they continue to the next course in the series.**
- **This course will fulfill the Art/ Humanities/Career and Technical Education graduation requirement.**

## **BUSINESS PROGRAM**

### **BUSINESS I - PERSONAL ECONOMICS**

Full Year

9 10 11 12

This course focuses on basic business skills from the consumer's perspective. This class prepares students for independent living. Students will learn how to conduct a successful job search, how to maintain and balance a checkbook, how to prepare a budget and how to prepare a simple tax form. Students will also learn about different types of investments, insurance and how to manage their credit. This course will prepare students to take the M-CAS exam for Microsoft Word. M-CAS is Microsoft's certification of mastery. This certification is widely accepted by businesses and can help students land a job. **Lab Fee: \$10. This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**

### **BUSINESS II - BUSINESS MANAGEMENT**

Full Year

10 11 12

This course focuses on business skills from the business owner's perspective. This course is designed for students who are interested in majoring in business in college or who would like to own their own business. Students will learn how to put together a business plan and learn what is essential for starting and maintaining a successful business. Topics to be covered include entrepreneurship, economics, international business, human relations, business ethics, financing and marketing/advertising. Students will further develop their skills in MS Excel, Word, and PowerPoint. In addition, students will be prepared to take the M-CAS exam for Microsoft PowerPoint. M-CAS is Microsoft's certification of mastery. This certification is widely accepted by businesses and can help students land a job. **Lab Fee: \$10.**

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is articulated with WNC. Students can earn three college credits with a grade of a B or higher.**

### **ACCOUNTING**

Full Year

10 11 12

This course is essential for students who would like to major in Business or Accounting in college, or who would like to run their won business. Students will learn the steps in the accounting cycle and how to produce and analyze basic financial statements. Students will learn how to do basic accounting using the popular accounting program "QuickBooks Pro". In addition, students will be prepared to take the M-CAS exam for Microsoft PowerPoint. M-CAS is Microsoft's certification of mastery. This certification is widely accepted by businesses and can help students land a job. Lab Fee: \$10.

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is articulated with WNC. Students can earn three college credits with a grade of a B or higher.**

### **BANKING**

Semester/Full Year

11 12

This course offers hands on experience as a teller at the Greater Nevada Credit Union branch at Carson High School. A 3.0 GPA and an interview are required.

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**

# HOSPITALITY AND TOURISM

## CULINARY I

Full Year

10 11

This course is designed to introduce the student to all areas of Culinary Arts. This includes food production and management, planning, ordering, preparing and serving of food, kitchen sanitation, use of equipment, marketing, food science, basic baking and pastry skills. Job specific skills for the industry are taught. All work is done in a commercial kitchen that is Carson City Health Department Certified. **In order to work in the kitchen you must pass the Carson City Health Department Food Handlers Certification Test.** The test is given during the first 9 weeks of school. **Lab Fee: \$25 per semester.**

- **This course will fulfill the arts/humanities/Career and Technical Education graduation requirement.**
- **This course meets the Nevada State Culinary Arts Skills Standards.**

## CULINARY II

Full Year

11 12

This advanced career course is designed for those students who are interested in pursuing a future in the food service industry. Previously learned theories and skills from Culinary I will be refined. Emphasis will be on management, food science, production, dining room skills, including advanced culinary and baking techniques. Students will run the in-school restaurant including recipe and menu planning, management of supplies, and kitchen facilities.

Prerequisite: A grade of B or higher in Culinary I or instructor's approval. **Lab Fee: \$25 per semester, cost of a uniform, and one (1) National Certification Test Fee.**

- **This course is articulated with numerous colleges and universities across the U.S.**
- **This course will fulfill the arts/humanities/Career and Technical Education graduation requirement.**
- **This course meets the Nevada State Culinary Arts Skills Standards.**

## CULINARY PORTFOLIO

Full Year

12

This advanced career course is for students who have a strong desire to enter the foods industry as a profession. It prepares the student to plan, supervise and manage food and beverage preparation and service operations, restaurant facilities and catering services. This includes instruction in food/beverage industry operations, cost control, restaurant and menu planning and advanced culinary and baking techniques. Students run the in-school restaurant and all catering functions. **Lab Fee: \$25 per semester, cost of a uniform, and two (2) National Certification Test Fee.**

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This course is articulated with numerous colleges and universities across the U.S.**
- **This course meets the Nevada State Culinary Arts Skills Standards.**

# HEALTH SCIENCE

## SPORTS MED I

Full Year

10 11 12

This course is an activity based experience during which students will be introduced to the fundamentals of Sports Medicine. The course will cover the four domains of Athletic Training which are prevention, evaluation, management, and rehabilitation of common sports injuries. The related health fields such as exercise physiology, kinesiology, and biomechanics will also be covered. Basic anatomy, medical terminology, taping, bracing, rehabilitation techniques, basic first aid and CPR will be taught. Students will work as student athletic trainers at various sporting events at Carson High School. Students will learn how to apply their knowledge to real life situations through their lab time and work with sports teams. Students will be required to do some internship hours outside of class time in a medical related field approved by the instructor. **Lab fee: \$5.**

**SPORTS MED II**  
Full Year  
11 12  
(Seventh Period)

This is a hands on class in which students will take the knowledge from Care and Prevention of Athletic Injuries I and put them to use in the athletic setting. Students will be required to perform a minimum of 100 hours of work per semester. Mandatory coverage of pre-season fall sports practice and conditioning will be required starting in August. Hour accumulation may begin with the onset of fall sports competition. Students will be required to work after school to assist with athletic practices and events as scheduled by the instructor. Prerequisite: Must have completed Sports Med I and obtained the recommendation of the instructor.

**HEALTH OCCUPATIONS**  
Full Year  
11 12

This course is designed for the student who is interested in a career in the healthcare field. This class requires the learning of medical terminology, basic anatomy, diseases, the use of medical equipment and the maturity to handle the emotional and physical aspects of being in real medical situations. As part of this course students will be in the healthcare setting on department tours and job shadowing. Your own transportation will be required second semester. Students must also meet the requirements of TB testing and be up-to-date on all immunizations. Also, as part of this class, students are required to participate in the HOSA club chapter and state competition. Students will become CPR and First Aid certified through this course. Prerequisite: B or better in Biology. Lab Fee: \$40 (\$17 HOSA membership package included).

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **Students can earn three college credits through WNC with a grade of B or higher.**

**COMPUTERS IN THE  
MEDICAL OFFICE**  
Full Year  
10 11 12

This course is designed to familiarize students with computerized account management and to help students develop confidence and skills necessary to become successful users of Medical Account Management software. The following topics will be covered: understanding the legal aspects of HIPA and responsibilities of a medical office staff; utilize a computer program to maintain patient files, store information, match CRT and diagnosis codes with treatment procedures and charges; create insurance claim forms and follow the claim until they are reimbursed and perform related tasks; and create a professional resume and cover letter appropriate for applying for a medical assistant position in a medical practice. Prerequisite: Computer Literacy and student must provide a flash drive.

- **This course will fulfill the art/humanities/Career and Technical Education graduation requirement.**
- **This is a Tech Prep class.**
- **Students can earn three college credits through WNC with a grade of B or higher.**
- **This course is based on the Nevada State Standards.**