

# CAREERTEC

## COURSE OFFERINGS

### 2012-2013

*CAREERTEC* programs are broad-based learning experiences combining classroom and hands-on experiences in industry settings. Students receive a solid background, skills and experience in their chosen program. Applications for all programs (Yr. 1 & Yr. 2) are available from your counselor. Students must have credits indicating they are of junior or senior status when starting any program except NJROTC.

Students will be screened and are required to meet with the course instructor before acceptance into these specific programs:

- Health Occupations
- Careers in Business
- Microsoft Certified Professional
- Construction Trades
- Cosmetology I
- Culinary Occupations

Priority for acceptance is based on student interest, attendance record and grade point average.

Students register through their counselor in their local schools.

Students must be registered by *May 1<sup>st</sup>*.

Highland College in conjunction with *CAREERTEC* offers \*\*dual credit opportunities for some programs.

*(See the end of the course descriptions for the definition of dual credit.)*

### **ATTENDANCE**

- Classes held at Highland Community College, taught by Highland Community College staff, and earning dual credit, will be in attendance according to the Highland Community College calendar. **Students are expected to be in attendance when HCC is in session.** Courses following the HCC calendar will be identified as such in the individual course descriptions.
- Classes taught by high school personnel that may earn dual credit will meet according to the CAREERTEC calendar and will be identified in the individual course description.

Examples: Careers in Business  
HOYA I & II  
MCP

### **FEES**

- FEES for participation in CAREERTEC programs are listed within each course description.
- All CAREERTEC required fees are to be paid during local school registration.
- All Highland required FEES are to be paid at the Highland business office **before the first day of class.**
  - ***The student must be registered as a HCC student before these fees can be paid.***
  - All fees listed for HCC are approximate and are subject to rate changes
- **Applications for fee waivers are available at the local school.**
  - They must be completed and submitted DURING REGISTRATION AT THE LOCAL SCHOOL.

### **BOOKS**

- MOST Highland classes require book purchase by the student
- Some dual credit classes not taught at HCC require book purchase by the student
- Information will be mailed to the student during the summer.

# CAREERTEC

## AGRICULTURAL METAL FABRICATION and MANAGEMENT 2012-2013 School Year (18401A002 & 18201A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade	
Class Location:	<b>Highland Community College</b>	
Time:	7:30 - 9:00 a.m.	<b>NEW</b>
Length:	One year, double period	
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>	
Post Sec. Credit:	<b>Highland Community College - Dual Credit** 6 credits</b>	
Prerequisite:	Introduction to the Agricultural Industry, or Basic Ag Science, or Ag Mechanics, or Instructor Approval	
HCC Fees:	<b>Course fees to be paid by student: \$140-210, Technology &amp; Activity fees \$81, Textbooks \$120-200. Basic tool kit and Safety Glasses \$130</b>	
Calendar:	This course follows the HCC calendar	

This course will emphasize the development of basic welding metalworking skills, and agribusiness management and sales. Topics include: metal identification and properties, metal preparation, use of oxy-acetylene torch, plasma cutting and cutting operations, arc welding, MIG Welding, TIG welding, and project design and construction.

## AUTO BODY REPAIR I (20116A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade	
Class Location:	<b>Highland Community College</b>	
Time:	1:00 - 2:30 p.m. only	
Length:	One year, double period	
H.S. Credit:	<b>Two credits per year (Freeport four credits per year)</b>	
Post Sec Credit:	<b>Highland Community College – Dual Credit ** 3 credits</b>	
HCC Fees:	Basic tool kit and safety glasses required (\$200) plus respirator (\$20), \$60 course fee, \$27 tech and activity fee, approximately \$125.00 textbook. <i>(To be paid at HCC)</i>	
Calendar:	This course follows the HCC calendar	

It's easy to get a dent or scrape – learn how to fix 'em! The Auto Body I Program uses a competency-based method of developing skills for entry into the auto body service trades. First year students will learn safe shop practices, sanding, sand blasting, light body repair, use of plastic fillers, and installation of bolted, welded or glued-on panels, paint preparation, priming and refinishing. **This class covers the content in AUTB 191, Introduction to Auto Body**, and is a preparation class for continuing in Auto Body Repair II.

## AUTO BODY REPAIR II (20116A002)

Level:	12 <sup>th</sup> grade	
Class Location:	<b>Highland Community College</b>	
Time:	7:30 – 9:00 a.m. only	
Length:	One year, double period	
H.S. Credit:	<b>Two credits per year (Freeport 4 credits per year)</b>	
Post Sec Credit:	<b>Highland Community College – Dual Credit** 3 credits</b>	
Prerequisite:	Certification is based upon successful completion of required testing and additional courses	
HCC Fees:	Successful completion of Auto Body I with a C or above and 95% attendance <b>\$60 course fee, \$27 tech &amp; activity fee. (To be paid at HCC)</b> Tool kit, respirator and safety glasses from Year I is acceptable. Use same textbook as AUTB I	
Calendar:	This course follows the HCC calendar	

Auto Body Repair II second year students continue using skills learned in first year to do more advanced metal straightening, body alignments, welding and fabrication. The content of **AUTB 194, Auto Body Repair I**, is covered in detail. Paint preparation, sanding, and refinishing are taken to a higher level to enhance skills necessary for entry into the Auto Body Repair Trades profession. Students will earn Highland Community College credits toward an Associate of Applied Science degree.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

### **BUILDING TRADES I & II (17002A001 & 17002A002)**

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade (Dakota and Durand students only)
Class Location:	<b>Dakota High School / Construction Site</b>
Time:	12:30-3:00 p.m. only
Length:	One year, double period
H.S. Credit:	<b>Two credits per year</b>
Prerequisite:	<u>For year I</u> - Completion of a woods class with a C average or better and Industrial Ed Department Head or Instructor recommendation <u>For year II</u> - completion of Building Trades I with C or better and 95% attendance plus meeting with instructor
Calendar:	This course follows the CAREERTEC calendar

Learn to build a house! Building Trades I provides introductory on-site construction skills to students interested in the building industry, from laborer to architect. Students construct a family housing unit from foundation to roof after receiving safety and construction instruction in a classroom site. An entire home is constructed within the school year. Construction careers explored include carpenter, electrician, plumber, heating and air conditioning technician, dry-walling, construction technician as well as manager and architect. With the support of area industries, this course is an important first step toward success within the construction trades industry.

### **CAREERS IN AUTO TECHNOLOGY & SERVICE I (CATS) (20104A001)**

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class location:	<b>Freeport High School</b>
Length:	One year, double period
Time:	7:30 - 9:00 a.m. and 1:00 - 2:30 p.m.
H .S. Credit:	Two credits per year (Freeport four credits per year)
Prerequisite:	9 <sup>th</sup> grade reading comprehension level 8 <sup>th</sup> grade math skills level Successfully passing Intro to Auto or instructor approval (placement test)
CAREERTEC Fees:	Required <b>\$40.00</b> (includes lab fees, work book, and one issuance of eye protection) <b>To be paid at High School during registration</b>
Calendar:	This course follows the CAREERTEC calendar

This course is a must for students with a desire to learn more about Auto Technology at an intermediate level. Working in the auto industry today is a big challenge. By developing entry-level diagnostic abilities (Problem based learning) the student will learn how and why a part or system works or doesn't work. Learning things by trial and error is inadequate and very time consuming; classroom assignments and lab activities are taught daily with problem based situations being presented and solved using math, common sense, mechanical aptitude, and written documentation by the students. Units covered are: lighting systems, starting and charging, suspension and steering, tires and brakes systems, application of precision electrical and mechanical measuring devices, engine disassembly and inspection, vehicle inspection and maintenance, fuel system delivery service and advanced fuel, ignition and control systems for small engines.

Each student will be required to do class work which will consist of a work book and text assignments along with the corresponding shop exercise in the required time frame. Each unit must be passed with a minimum proficiency level of 78%. Personal responsibility and professionalism are stressed and graded in this course. The program requires students to be able to pass safety tests (w/100%) and procedures studied in the class and shop. Correct use of tools and equipment are studied and developed. Students will have the opportunity to participate in job shadowing and field trips based upon attendance and completed assignments. Participation as a coordinated interactive work team is stressed as students will be required to do managerial, customer relation, and use information technology regularly as it is applied to the automotive service industry. This course provides knowledge and experience to continue into the second year of this program which requires independent study.

### CAREERS IN AUTO TECHNOLOGY & SERVICE II (CATS II) (20104A002)

Level:	12 <sup>th</sup> grade
Class location:	<b>Freeport High School</b>
Length:	One year, double period
Time:	7:30 - 9:00 a.m. and 1:00 - 2:30 p.m.
H .S. Credit:	Two credits per year (Freeport four credits per year)
Prerequisite:	Completion of Careers in Auto Technology I with C or better and 95% attendance
CAREERTEC Fees:	Required <b>\$40.00</b> (includes lab fees, work book, and one issue of eye protection) <b>To be paid at High School during registration.</b>
Calendar:	This course follows the CAREERTEC calendar
Other:	Students are required to provide their own standard and metric ¼ drive socket sets and screw drivers, to be kept on site before being allowed to work in lab.

This course is for students in 12<sup>th</sup> grade that have passed the first level the previous year. They will be required to perform specific repair and maintenance procedures on lab and actual vehicles. These procedures will include writing invoices, performing the work, accessing needed repair information, and proving the repair fixed the problem. Assignments and lab activities are taught and applied on a regular basis within this course. In this level they will take the concepts learned the previous year and apply them regularly to develop proficiency for entering post secondary education or the workforce. Students will have the opportunity to participate in job shadowing and field trips in this program based upon attendance and completed assignments. Work place skills are taught in class and practiced at prospective places of employment and job shadowing sites. Units covered are: Safety (100% passing grade requirement), Review of level 1 curriculum, reconstruction of vehicle systems as a working lab model and use of computers for documentation and recording. Systems not covered previously such as welding, axles, clutches are also part of this course. I.C.E., E.V. (internal combustion, electric and alternatively fueled) are included. Each unit must be passed with a minimum proficiency level of 78%.

### CAREERS IN BUSINESS

Are you interested in starting your own business? Would you like to explore the career choices available in business? The Careers in Business program introduces numerous aspects of modern business to students and provides a great opportunity to explore a variety of occupations in business.

Each course is offered every other year. A student may enroll for one or two years, but a two year program is highly recommended to get the full component of dual credit. Students will be introduced to different skills, tasks and accomplishments each year according to the descriptions below.

*A student may enter the Careers in Business Program in either their junior or senior year.*

### CAREERS IN BUSINESS 2012-2013 School Year (12053A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	<b>Farm Bureau classroom</b>
Time:	7:30 - 9:00 a.m. & 1:00 - 2:30 p.m.
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Post Sec Credit:	<b>Highland Community College - Dual Credit** approximately 13 credits.</b>
Prerequisite:	Business/computer orientation class or Instructor approval, Grade point average of C or better Completed application and meeting with instructor required for acceptance into this program
HCC Fees:	<b>\$117 tech &amp; activity fees, approximately \$278 textbooks. (To be paid at HCC)</b>
Calendar:	This course follows the CAREERTEC calendar

Careers in Business 2012-2013 provide students the opportunity to learn the details of business ownership and operation. Students will have the opportunity to visit a variety of local entrepreneurs and will develop a business plan based on their own interests. Professional ethics are underscored through case studies and practical application. The curriculum involves the areas of:

Business concepts – Entrepreneurship, Advertising, Professional Ethics, Accounting Applications

Employability skills - Analytical, Communication, Teamwork, and Project Management

Career Development - Career Exploration, Job Shadowing, Site Visits

### CAREERS IN BUSINESS 2013-2014 School Year (12055A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	<b>Farm Bureau classroom</b>
Time:	7:30 - 9:00 a.m. & 1:00 - 2:30 p.m.
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Post Sec Credit:	<b>Highland Community College - Dual Credit** approximately 11 credits</b>
Prerequisite:	Business/computer orientation class, Grade point average of C or better Completed application and meeting with instructor required for acceptance into this program
HCC Fees:	<b>\$99 tech &amp; activity fees, approximately \$316 textbooks. (To be paid at HCC)</b>
Calendar:	This course follows the CAREERTEC calendar

Careers in Business 2013-2014 will familiarize students with a variety of business concepts and offer an overview of career choices available in business. Students will explore areas of interest through site visits and job shadowing. Students will develop Academic & Career Portfolios and polish presentation and interviewing skills. The curriculum involves the areas of:

- Business concepts – Investing, Insurance, Banking & the Federal Reserve, Finance and Retailing
- Employability skills – Analytical, Communication, Teamwork, and Project Management
- Career Development - Career Exploration, Job Shadowing, Portfolio Development, Interviewing

### CONSTRUCTION TRADES I (17002A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade (Freeport, Pecatonica and Pearl City students)
Class Location:	<b>Freeport Senior High / Construction Site</b>
Time:	7:30 - 9:00 a.m.
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Prerequisite:	IT orientation class, Knowledge of fractions and decimals Completed application and meeting with instructor required for acceptance into this program
Calendar:	This course follows the CAREERTEC calendar

Learn to build a house! Construction Trades Youth Apprenticeship Year I provides introductory on-site construction skills to students interested in the building industry, from laborer to architect. Students construct a family housing unit from foundation to roof, or smaller units demonstrating the same building techniques, after receiving safety and construction instruction in a classroom site. Construction careers explored include: carpenter, electrician, plumber, heating and air conditioning technician, dry-walling, construction technician as well as manager and architect. With the support of area industries this course is an important first step toward success within the construction trades industry.

### CONSTRUCTION TRADES II (17002A002)

Level:	12 <sup>th</sup> grade (Freeport, Pecatonica and Pearl City students)
Class Location:	<b>Freeport Senior High / Construction Site</b>
Time (option 2):	7:30 - 9:00 a.m.
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Prerequisite:	Successful completion of CTYA I with a C or above and 95% attendance Completed application and meeting with instructor required for acceptance into this program
Calendar:	This course follows the CAREERTEC calendar

Students continue in the hands-on-program described in year I to learn more advanced skills used in the construction trades industry and possibly become a foreman on the Construction Trades job site.

### COSMETOLOGY I (COSMO I) (19101A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	<b>Highland Community College</b>
Time:	7:30 a.m. – 9:00 a.m. only
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport four credits per year)</b>
HCC Credit:	<b>Highland Community College - Dual Credit** 6 credits</b>
Prerequisite:	8 <sup>th</sup> grade reading level; recommended: Foods/Nutrition Orientation Class Completed application and meeting with instructor required for acceptance into this program
HCC Fees:	<b>\$785</b> (approx. \$80 uniform and shoes, \$40 uniform smock, \$200 basic student kit and \$95 course fee, \$54 tech & activity fees, approximately \$316 textbook bundle and study guide). <b>(To be paid at HCC)</b>
Calendar:	This class follows the HCC calendar

Do you want to know more about beauty than applying makeup and creating the latest hairstyle? Are you interested in learning the theory behind cosmetology and earning State Certification? Cosmetology I affords the student the opportunity to learn the rigorous implementation of academic theory applicable to cosmetology through classroom instruction. The student will also participate in practical application in the areas of manicuring, hair styling, conditioning procedures, sanitary rules, regulations and salesmanship/salon management as they relate to the Barber Cosmetology Esthetics and Nail Technology Act of 1985. Of the 1500 hours needed for certification and licensing required by the Department of Financial Professional Regulations, students may complete 300 hours the first year and 400 hours the second year. Students will be expected to furnish the materials listed in the fees section above. Students will accumulate hours and knowledge required to pass the State Certification and Licensing Exam. **Course content covers COSM 121 and COSM 122.**

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

### COSMETOLOGY II (COSMO II) (19101A002)

Level:	12 <sup>th</sup> grade
Class Location:	<b>Highland Community College</b>
Time:	1:00 - 2:30 p.m. only
Length:	One year, double period
H.S. Credit:	Two credits per year (Freeport four credits per year)
Post Sec Credit:	<b>Highland Community College - Dual Credit** 6 credits</b>
Prerequisite:	Completion of Cosmetology I with a C or better and 95% attendance rate
HCC Fees:	<b>\$149</b> (\$95 course fee, \$54 tech & activity fees). <b>(To be paid at HCC)</b>
Calendar:	This course follows the HCC calendar

Cosmetology II is a continuation of working toward certification and establishing the hours needed for licensing. Students will have the opportunity to apply their mastery with hands-on services on clients on the Cosmetology clinic floor.

**Course content covers COSM123 and COSM 124.** Students will need to use the uniform items, kit and textbooks from the first year if in acceptable condition.

### CULINARY OCCUPATIONS I, 2012-2013 School Year (16052A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	<b>to be determined</b> <span style="color: red; font-weight: bold;">NEW</span>
Time:	7:30 - 9:00a.m., 9:15 - 10:45a.m. & 1:00 - 2:30p.m
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Prerequisite:	Nutrition and Culinary Arts I, or Nutrition and Culinary Arts II, and/or Instructor Approval
CareerTEC Fees:	<b>Required Course lab fees \$25, Textbook rental \$20, Activity Guide \$30</b>
Calendar:	This course follows the CAREERTEC calendar

This course provides terminology, culinary math, and practical experiences needed for the development of culinary competencies and workplace skills. Safety and sanitation instruction and classroom application will prepare students for an industry recognized sanitation exam. Classroom content will include professionalism, kitchen essentials, nutrition, food service equipment, food preparation, management essentials, and building a successful career in the industry. Students will be provided opportunity training experiences on commercial equipment.

### **EARLY CHILDHOOD EDUCATION I (ECE I) (19153A001)**

Level: 11<sup>th</sup> and 12<sup>th</sup> grade  
Class Location: **Freeport High School**  
Time: 7:30 - 9:00 a.m. and 1:00 - 2:30 p.m.  
Length: One year, double period  
H.S. Credit: **Two credits per year (Freeport, four credits per year)**  
Prerequisite: Child Growth and Development, Department interview, parent approval  
CAREERTEC Fee: **Required \$15 course fee. To be paid at High School during registration.**  
Calendar: This course follows the CAREERTEC calendar

Always wanted to be a teacher? Consider this course! Early Childhood Education provides exploration for students selecting careers working with young children such as teaching, child care services, psychology, and social services. The first year includes the study of children and how they learn, research of preschool activities, making teaching activities and developing lesson plans to teach the preschool children at the FHS Preschool. Competencies are learned through positive interaction with children and in teaching art, language, math, social skills, music and fitness. Because students will be working with children in the preschool, they must provide inoculation documentation including Hepatitis B vaccination and have a \*TB test done prior to the first day of class. (\*TB test can be obtained at the county health department with little or no fee. Appointments should be made)

### **EARLY CHILDHOOD EDUCATION II (ECE II) (19153A001)**

Level: 12<sup>th</sup> grade  
Class Location: **Freeport High School**  
Time: 1:00 - 2:30 p.m.  
Length: One year, double period  
H.S. Credit: **Two credits per year (Freeport, four credits per year)**  
Prerequisite: Completion of Early Childhood Education I with C or better and 95% attendance and an approval of instructor  
Calendar: This course follows the CAREERTEC calendar

Early Childhood Education II students work as teacher's aides in the community at their choice of sites, which include elementary schools, kindergartens, preschools or day care centers. Students have "on the job experience" at the site. Classroom learning includes child guidance and safety techniques, teaching methods, communication with parents, conferences with parents, student observation, student assessment, child abuse, multi-cultural activities and planning activities to teach at the job site. Careers and the job application process are studied.

2 HCC credits are earned in course ECE 128, Early Childhood Practicum II.

### **GRAPHIC DESIGN I (GD I) (11155A001)**

Level: 11 and 12<sup>th</sup> grade  
Class Location: **Freeport High School**  
Time: 7:30 - 9:00 a.m. and 1:00 - 2:30 p.m.  
Length: One year, double period  
H.S. Credit: **Two credits per year (Freeport, four credits per year)**  
Prerequisite: Knowledge of the fundamentals of design  
CAREERTEC Fees: **Required \$30 lab fee. To be paid at High School during registration.**  
Calendar: This course follows the CAREERTEC calendar

Discover the world of commercial design applications and the kaleidoscope of career opportunities! The core of Graphic Design I focuses on real world applications of graphic design (2D) and/or product design (3D) techniques and processes. The objective of the course is to apply knowledge and skills of the design fundamentals (e.g. typography, shape description, color and drawing etc) and computer systems to create authentic problem solving based on specific project themes. Project themes may include the development of travel/corporate brochures, CD covers, posters, corporate identity, package design, product design and display systems. The course curriculum will include computer system application, design theory and practice and knowledge of material processes and production techniques for both graphic design and product design. Emphasis of this course will be placed on presentation techniques, portfolio development and professional/social employability skills necessary to succeed in these career fields.

## **GRAPHIC DESIGN II (GD II) (11155A002)**

Level:	12 <sup>th</sup> grade
Class Location:	<b>Freeport High School</b>
Time:	1:00 - 2:30 p.m.
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Prerequisite:	Completion of Graphic Design I with C or better and interview with Instructor
CAREERTEC Fees:	<b>Required \$30 lab fee. <i>To be paid at High School during registration.</i></b>
Calendar:	This course follows the CAREERTEC calendar

The second year continues on from the first year experiences to engage students in more complex graphic design projects. Students will gain more experience in real world applications of both: graphic design (2D) and/or product design (3D) techniques and processes. The objective of the course is to apply and further develop the knowledge and skills learned from the first year class in the design fundamentals (e.g. typography, shape description, color and drawing etc) and computer systems to create authentic problem solving based on specific project themes. Project themes may include the development of travel/corporate brochures, CD covers, posters, corporate identity, package & product design, and display systems. The course curriculum will include computer system application, design theory and practice and knowledge of material processes and production techniques for both graphic design and product design. Emphasis will be placed on presentation techniques, portfolio development and professional/social employability skills necessary to succeed in these career fields.

## **HCC DUAL CREDIT AUTO MECHANICS I (20104A001)**

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	<b>Highland Community College</b>
Time:	12:30 - 4:30 p.m. only
Length:	One year
H.S. Credit:	<b>Two credits per year (Freeport six credits per year)</b>
Post Sec. Credit:	<b>Highland Community College - Dual Credit** 25 credits</b>
Prerequisite:	IT orientation class
Tuition:	<b>Approximate out of pocket tuition cost to student \$1050.</b>
HCC Fees:	<b>\$225 course fee, \$225 tech &amp; activity fees, approximately \$360 textbooks. Students must purchase tools through a rent to own program at HCC at a cost of \$950 per semester. <i>(To be paid at HCC)</i></b>
Calendar:	This course follows the HCC calendar

If you're serious about becoming a certified auto mechanic, look into this course. Dual Credit Auto Mechanics I is a Dual Credit program earning college credit hours as well as high school credits. Students are expected to have math and reading skills sufficient to understand the technical terminology presented in the textbooks. This program prepares students for employment in the areas of computerized engine controls, air conditioning, transmissions, alignments, brakes and engine overhaul. **Students are responsible for any tuition and fees beyond \$650.00 per semester.** Students are also responsible for purchase of required textbooks (approx \$360) and tools. Students will earn Highland Community College credits toward an Associate of Applied Science degree. This is a NATEF accredited course. Various ASE Certifications may be earned.

## **HCC DUAL CREDIT AUTO MECHANICS II (20104A002)**

Level:	12 <sup>th</sup> grade
Class Location:	<b>Highland Community College</b>
Time:	8:00-12:00 a.m. only
Length:	One year
H.S. Credit:	<b>Two credits per year (Freeport six credits per year)</b>
Post Sec. Credit:	<b>Highland Community College - Dual Credits** 27 credits</b>
Prerequisite:	IT orientation class. Successful completion of Auto Mech.I with C or better and 95% attendance
Tuition:	<b>Approximate out of pocket tuition cost to student \$1238.</b>
HCC Fees:	<b>\$235 course fees, \$243 tech &amp; activity fees, approximately \$360 textbooks. Continuation of payments on tool set purchased through HCC <i>(To be paid at HCC)</i></b>
Calendar:	This course follows the HCC calendar

Dual Credit Auto Mechanics II is a continuation of courses leading to an Assoc. of Applied Science Degree. This program prepares students for employment in the areas of computerized engine controls, air conditioning, transmissions, alignments, brakes and engine overhaul. **Students are responsible for any tuition and fees beyond \$650 per semester.** Additional college credits are necessary to complete the AAS degree program.

This is a NATEF accredited course. Various ASE Certifications may be earned.

### HEALTH OCCUPATIONS YOUTH APPRENTICESHIP I (HOYA I) (14001A001 & 1405A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grades
Class Location:	<b>St. John Church, Freeport</b>
Time:	7:30 - 9:00 a.m., 9:15 - 10:45 a.m. & 1:00 - 2:30 p.m.
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Post Sec Credit:	<b>Highland Community College – Dual Credit** (Eight credits for students successfully completing the C.N.A. training)</b>
Prerequisite:	Keyboarding Skills, Grade point average of C or better, Inoculation Documentation, Completed application and meeting with instructor required for acceptance into this program, satisfactory completion of Algebra 1 and have at least an 8 <sup>th</sup> grade reading ability.
CAREERTEC Fees:	<b>Total required: \$106</b> (\$5 lab coat, \$27 CPR card, \$50 workbooks, \$20 Textbook rental, \$4 fee for name tag) <b><i>To be <u>paid at High School</u> during registration.</i></b>
Optional Fees:	\$115 CNA Training (\$60 state testing fee, \$30 background check, \$25 scrub uniform) Students may purchase their text book for replacement cost
Calendar:	This course follows the CAREERTEC calendar.

Health care is the largest growing industry globally. Doctors, nurses, lab technicians, respiratory techs, occupational and physical therapists, surgical assistants and traveling health care personnel are needed nationwide. HOYA I provides a comprehensive exploration into health care occupations and provides foundational skills and broad-based training in a variety of careers in the health care field. Classroom academics will be combined with introductory on-site visits of numerous health careers. The course is designed to help prepare students for more in-depth post-secondary study toward a particular career in health care. Students will need to have a TB test\* done.

\* TB test can be obtained at the county health department with little or no fee. Appointments should be made.

Students are offered the opportunity to receive CNA (Certified Nursing Assistant) training with successful background check. 40 hours of clinical training will be done in the evenings, during the course of the year. Students may sit for the State License exam in July to be given at Highland Community College.

Suggested preparatory courses include: Algebra I, computer literacy, keyboarding skills, strong science background, competent writing skills and a strong interest in health related careers.

Students may be responsible for their own transportation to and from Job Shadow sites.

### HEALTH OCCUPATIONS YOUTH APPRENTICESHIP II (HOYA II) (14002A003 & 14154A001)

Level:	12 <sup>th</sup> grade
Class Location:	<b>Internship site and St. John Church every other Wed., 1-2:30</b>
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Post Sec Credit:	<b>Highland Community College - Dual credit** - 3 credits after passing Medical Terminology exam</b>
Prerequisite:	Completion of HOYA I with C or better and 95% attendance, Completed application required and attainment of work site placement
CAREERTEC Fees:	<b>Total required: \$20 textbook rental. <i>To be <u>paid at High School</u> during registration.</i></b>
HCC Fees:	<b>\$27 tech &amp; activity fees</b>
Optional Fees:	\$10 for lab coat if required at work site; \$42 drug test paid to testing facility by student if required for on-site work placement.
Calendar:	This course follows the CAREERTEC calendar.

HOYA II is a combination of on-site clinical work experiences and academics that are required to enter a particular health career or health industry area. Students interview and work on-site with a professional for a minimum of eight hours per week. Additional time is spent on academics that enable the student to pursue a post-secondary degree or certification in the health care field. Students will meet every other Wednesday in the classroom from 1-2:30 for the academic instruction. Students study Medical Terminology and upon successful completion of the exam will earn college credits through HCC. Students must provide for their transportation to and from the work site.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

### MICROSOFT CERTIFIED PROFESSIONAL PROGRAM I (MCP) (10102A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grades
Class Location:	<b>St. John Church, Freeport</b>
Time:	7:30 - 9:00 a.m. & 1:00 - 2:30 p.m.
Length:	One year, double period
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Post Sec Credit	<b>Highland Community College - Dual Credit ** 6 credits</b>
Prerequisite:	Business/Computer orientation class. Completed application and meeting with instructor required for acceptance into this program. 11 <sup>th</sup> graders will be given preference for admittance.
CAREERTEC Fees:	<b>Certification required: \$25 book rental. <i>To be paid at High School during registration.</i></b>
HCC Fees:	<b>\$54 tech &amp; activity fees, approximately \$188 textbook fees. <i>(To be paid at HCC)</i></b>
Optional Fees:	Purchase of textbook in Microsoft XP is \$50.00 Additional testing - \$60 to \$125 each
Calendar:	This course follows the CAREERTEC calendar

If you're totally into the inner workings of computers, then this course could be your "C" drive to a computer technology career as a Microsoft Certified Professional. Students who successfully complete the intensive course and pass the Microsoft certification exams will receive industry recognized certification in Implementation and Support of Windows XP Professional and Microcomputer Hardware. Successful completion of this course will allow students the opportunity to get further certification within the Microsoft programs. This is an industry recognized certification that has excellent job opportunities and salaries. It is recommended for those students who enjoy the technical side of computers.

3 HCC credits are earned for INFT 182, Microcomputer Hardware; and 3 HCC credits for SPTP 168, and Windows XP-DOS.

### MICROSOFT CERTIFIED PROFESSIONAL PROGRAM II (MCP) (10102A002)

Level:	12 <sup>th</sup> grade
Class Location:	<b>St. John Church, Freeport</b>
Time:	7:30 - 9:00 a.m. & 1:00 - 2:30 p.m.
Length:	One year, double period
Prerequisite:	Successful completion of MCP I course and Instructor approval
H.S. Credit:	<b>Two credits per year (Freeport, four credits per year)</b>
Post Sec Credit	<b>Highland Community College - Dual Credit** approximately 6 credits</b>
Prerequisite:	Completion of MCP I with C or better and 95 % attendance, Completed application required for acceptance into this program
CAREERTEC Fees:	<b>Required \$25.00 text book rental</b> <b><i>To be paid at High School during registration.</i></b>
HCC Fees:	<b>\$54 tech &amp; activity fees <i>(To be paid at HCC)</i></b>
Calendar:	This course follows the CAREERTEC calendar

Microsoft Certified Professional II is a combination of academics and workplace skills that move a student toward further experiences in the computer field and the optional opportunity to pass an additional Microsoft certification exam (Windows Server 2003) as well as other industry-wide certification upon further course completion; A+, Net +, Sec +. Students will experience workplace learning opportunities and polish their communication skills, pertinent to the workplace, through oral and written projects. Enrollment is limited to the 15 highest ranking students from MCP 1.

Optional Testing: Student is responsible for any certification testing fees.

3 HCC credits are earned for SPTP 169, Windows Server and 3 HCC credits for INFT 282, A+ Certification

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## NAVY JUNIOR RESERVE OFFICER TRAINING CORPS (NJROTC)

Level:	9-12 grades
Class Location:	<b>Freeport High School</b>
Time:	7:30 - 9:00 a.m. (Or 7 <sup>th</sup> period only 1:48-2:35)
Length:	One Year
H.S. Credit:	<b>One-two credits per year (Freeport, 2 - 4 credits per year) (May be used for Physical Education requirement)</b>
Calendar:	This course follows the CAREERTEC calendar

Navy Junior Reserve Officer Training Corp (NJROTC) is a naval science program taught by retired Navy and Marine Corps personnel. The course provides classroom experiences that emphasize patriotism; development of informed and responsible citizens; promotes habits of orderliness and precision; develops a high degree of personal honor, self-reliance, individual discipline, and leadership. Any student considering joining any of the United States armed services should also consider enrolling in this course. Cadet experiences are enriched through participation in any one of six extra-curricular teams (drill team, air rifle marksmanship team, orienteering team, athletic team, color guard team, or academic team), community service projects, or overnight trips to various military facilities throughout the United States.

Uniform, text books, training aids, etc. are provided by the USN. Enrollment is open to grades 9 through 12. Students may take the course for one to four years. Credit can be used to meet the physical education requirement for graduation. *Enrollment in this course does not obligate the student for military service in any branch.*

**All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC**

### \*\* HIGHLAND COLLEGE DUAL CREDIT

Dual credit provides students the opportunity to earn high school and Highland Community College credit simultaneously. These credits become a part of the student's permanent transcript upon successful completion of the course. They may be transferred to any educational institution according to the acceptance policies of that institution just as any other credits earned at Highland.

## CAREERTEC CAREER AND TECHNICAL EDUCATION CONSORTIUM

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*CAREERTEC does not discriminate on the basis of race, religion, color, national origin, age, gender or disability in any of its educational programs or in the provision of services to the student.*