



380 Edison Way  
Reno, Nevada 89502  
(775) 861-4418

***PART TIME STUDENT  
CTE COURSE GUIDE***

*2010-2011*

[www.washoecountyschools.org/aact](http://www.washoecountyschools.org/aact)

*Northern Nevada's Premier Career and Technical  
High School*

Are you interested in challenging, hands-on courses that in many cases will earn college and high school credit simultaneously? Do you want to learn skills and work habits that will help you be successful following high school in a job, apprenticeship, advanced technical training, the military, Truckee Meadows Community College, the University of Nevada Reno or other advanced educational institutions? If so, the Academy of Arts, Careers and Technology (AACT) is where you need to be.

AACT is the district's home for advanced career and technical education (CTE) programs. Academy students earn certifications, internships, advanced diplomas and tech prep college credits. Staffed by caring professionals, students are guided through courses of study that prepare them for the workforce or further post secondary education and training.

Part-time students typically take one career tech (CTE) course at AACT and the remaining academic courses at their zoned high school.

Are you ready to accept the challenges of a rigorous hands-on learning environment? Do courses in health occupations, veterinary medicine, culinary arts, professional child care, biotechnology, digital video production, sports medicine, medical assistance, welding, printing and graphics, finance/business, CADD and 3-D animation appeal to you?

This guide lists the courses offered through the Academy of Arts, Careers and Technology that you can take while attending your zoned high school . If you want to know more about the AACT, please call the school office at 861-4418.



# *Academy of Arts, Careers and Technology*

## **LOCATIONS**

The **AACT** programs are located at

### **AACT - 380 Edison Way**

Advanced Digital/3-D/Multimedia Design  
Agriculture Leadership  
Biotechnology / Plant Science  
Computer Aided Drafting and Design (CADD)  
Culinary / Baking  
Digital Video Production  
Early Childhood Education  
Financial/Business Management  
Health Occupations  
Medical Assistant  
Sports Medicine  
Veterinary Medical Assistant

### **TMCC Technical Center – 475 Edison Way**

Welding Technology

### **1251 Foster Drive**

Graphic Arts

Are you interested in challenging, hands-on courses that in many cases will earn college and high school credit simultaneously? Do you want to learn skills and work habits that will help you be successful following high school in a job, apprenticeship, advanced technical training, the military, Truckee Meadows Community College, the University of Nevada Reno or other advanced educational institutions? If so, the Academy of Arts, Careers and Technology (AACT) is where you need to be.

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Part-time students typically take one career tech (CTE) course at AACT and the remaining academic courses at their zoned high school.

## **ACCESS TO COURSES**

AACT does not discriminate based on race, color, religion, national origin, sexual orientation, age, or disability. Individuals who feel that they have been discriminated against in any of the above areas may file a complaint with the Human Resources Department at 348-0321; Title IX and Title VI, Student Services Office at 348-0385; Section 504, Special Education Office at 861-4439. AACT is committed to maintaining a learning environment that is free from the discrimination or harassment based on race, national origin or color, age, disability, religious preferences, sex, or sexual orientation.

## **ATTENDANCE POLICY**

Academy of Arts, Careers and Technology enforces the Washoe County School District attendance policy. It is very important for students to be present every day. Further information is available in the AACT Student Handbook.

## **EXPECTATIONS FOR AACT STUDENTS**

The AACT is a career and technical education high school. The school offers a unique environment that mirrors what is found in the business world. Students are expected to be on time, work hard, complete all assignments and projects, always do their best and act as loyal, hardworking employees would in a business and industry setting. Excellent student behavior is required at all times.

Success at the AACT is a cooperative partnership among students, parents and guardians and the AACT's employees. Students unwilling to meet these high expectations for success at AACT may be asked to return to their home high school or attend a school that better fits the student's aspirations.

## **FEES**

See individual course lab fees per subject.

## **INTERNSHIPS/EXTERNSHIPS**

Some courses require students to be involved in an internship or externship with a business. Students must be absolutely trustworthy and dedicated to the highest standards of honesty, hard work and integrity when representing the AACT as an intern/extern. Transportation to many of these internships is the responsibility of the student. Students who are unable to meet this standard should not enroll.

## **INTERNSHIPS REQUIREMENTS**

Many of our career tech courses will involve job shadowing and internships. Due to requirements of safety, specific field regulations and workplace expectations and performance, the employers have the right to do random or mandatory drug testing as a part of requirements for shadowing and internship participation. If a student fails a drug test and is not able to complete the required job shadowing or internship, their grade could be affected, or they could be dropped from the class.

Washoe County School District/Academy of Arts Careers and Technology does not oversee or initiate any job or internship specific drug testing, and it the responsibility of the parent and student to be familiar with each employer’s policy and procedures.

## **REGISTRATION DATES**

The Academy of Arts, Careers and Technology will have an open house on February 11th at 5:30 pm where students may find out about all the CTE classes and will have a chance to fill out an application to register for classes. Students must meet the prerequisites of the program they wish to attend. If students are not able to attend the open house, they may download an application online and send it to AACT or turn it into their counselor.

### **In options programs, the following *Basic Understandings* apply:**

- 1) Acceptance is based on a criteria set by the program.
- 2) Attendance is a privilege that can be revoked by the school or district based on criteria set by the program.
- 3) Transportation is not guaranteed. Limited transportation may or may not be provided as part of the specific program.
- 4) Acceptance is for one school year only. All students must reapply each school year.
- 5) Students must continue to meet the grade, credit, attendance and behavior requirements in order to be accepted in subsequent years.

### **Attendance is a privilege**

The privilege of attending AACT is revocable. Reasons for terminating attendance may include, but are not limited to, poor attendance, unsatisfactory behavior/conduct, poor academic or CTE performance, inability to meet student needs.

## **TRANSPORTATION**

Transportation for part-time students will be the **third session ONLY**.

Buses will pick up students at their zoned high school and return them to their zoned high school.

# *Tech Prep*

## *Your Gateway to College*

*A Partnership between the Washoe County School District and the Nevada System of Higher Education*

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### **COLLEGE TECH PREP CREDIT**

College Tech Prep offers students the opportunity to earn community college credit **at no cost** while in high school. It is offered in Career and Technical Education courses at the AACT. These courses are taught by high school teachers. To earn credit, students must:

- 1. Complete a TMCC application at the beginning of the year in August**
- 2. Earn a grade of “B” or better**
- 3. Satisfy course competencies and requirements including the completion the full class year.**

Students can earn a maximum of 15 credits through the TMCC Tech Prep Program. In order to receive credits earned, the student must either enroll at TMCC, or request a transcript within 48 months of course completion. The cost of the transcript is \$10.00.

### **WHAT DOES TECH PREP DO FOR YOU?**

The Tech Prep program provides students the opportunity to earn community college credit while in high school. You can gain a “jump start” on high level technical training and simultaneously earn college credit. By taking approved Tech Prep courses, you can avoid the expense and time of repeating *what you already know* and enter the community college prepared to succeed in more advanced classes.

### **OTHER TECH PREP REQUIREMENTS**

- Students may earn 3 credits in Workplace Readiness (CE 201B), which is part of many of the CTE courses. However, these credits may be earned only once.
- The same course cannot be repeated for additional Tech Prep credit.
- Possible Tech Prep credits that may be earned listed in the Enrollment Guide do not include the Workplace readiness credits.
- CTE courses may be granted college credit by other institutions of higher learning throughout the United States. You must check with each institution for their requirements.

Please contact the AACT Counselor’s office at 861-4418 for more information.

# ***AACT and TMCC Tech Prep Courses***

*Advanced Culinary Arts*  
*Advanced Computer Aided Drafting & Design*  
*Advanced Digital/ 3D/Multimedia Design*  
*Biotechnology/Plant Science (pending)*  
*Digital Video Production*  
*Early Childhood Education*  
*Financial / Business Management*  
*Graphic Arts*  
*Health Occupations*  
*Sports Medicine*  
*Veterinary Medical Assistant (pending)*  
*Welding Technology I & II*  
*Workplace Readiness*

## ***AACT FAQs*** ***(Frequently Asked Questions)***

**Q. What is AACT?**

**A.** AACT is both a full-time accredited high school for freshman and sophomores and a part-time school for juniors and seniors. Part time students take only the advanced CTE courses at AACT and graduate from their home high school. Students may simultaneously earn high school credit and free community college credit.

**Q. What are advanced career and technical education (CTE) courses?**

**A.** They are job specific courses that prepare students to continue their technical education after high school at a trade school or college, or obtain a job related to that career field. These courses meet business and industry requirements where ever possible. Courses may have prerequisites to insure students are prepared to meet course demands.

**Q. Who can attend the AACT?**

**A.** Washoe County School District juniors and seniors on a part time basis. Starting in 2010-2011 school year, freshmen and sophomores will be accepted on a full time basis.

**Q. What does it mean that I am able to earn college credit?**

**A.** Most of the courses at AACT allow you to simultaneously earn high school and free college credit. You may earn up to 21 college credits as long as you meet certain course requirements.

**Q. How much will it cost to attend AACT?**

**A.** It's free! There is no tuition; although there may be lab fees (see course descriptions for the amount of the fees).

**Q. How do I enroll at AACT?**

**A.** To enroll at AACT as a **part-time student**, you will need to complete the following:

- Complete and sign the *AACT Enrollment Application*. Make sure it includes a parent/guardian signature, counselor signature, and a copy of your transcript.
- If you do not have the necessary course prerequisites, you **must** indicate this so that the AACT instructor and Principal may consider an exception.
- Send the AACT Enrollment Application and all packet materials to the AACT, attention "Counselor". Programs fill up quickly.
- Once the ACCT office receives the signed *AACT Enrollment Application*, the review process begins. **Notification of acceptance will be sent to your high school counselor.**

# *Career and Technical (CTE) Courses*

## **COMPUTER AIDED DRAFTING AND DESIGN (CADD) – 3-4**

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9453-9454</b>
<b>Time Offered</b>	<b>7:30 – 9:00 am</b>
<b>Credits/Year</b>	<b>2</b>
<b>Prerequisites</b>	<b>Drafting 1-2, or Drafting Fundamentals or CADD course with a “C” or better, and/or approval of the instructor</b>
<b>Materials Needed</b>	<b>NONE</b>
<b>Fees</b>	<b>\$50.00 Lab Fee</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may earn 9 Tech Prep college credits</b>

The **Computer Aided Drafting and Design 3-4** utilizes a sophisticated computer workstation laboratory for the development and generation of computer enhanced drawings and graphics. Students have an opportunity to use advanced software for mechanical and architectural drafting, as well as for design, modeling, and manufacturing production purposes.

Students also learn to operate digitizers, color plotters, and 3D printers with industry relevant software that support mechanical, technical and architectural drafting in both 2D and 3D environments. More advanced students may perform additional design in computer imaging, rendering, automated manufacturing and industrial product design, as well as related visual and technical design exploration.

Particular emphasis is placed upon comprehensive understanding and competency development with AutoCAD and various design programs that are in accordance with the National Occupational Skill Standards. This is aimed at assisting students pursuing further education by providing college level articulation and preparation for potential employment in architectural, engineering and related design fields. Career opportunities are plentiful in all technical and artistic design fields, and students will develop working drawings and design for entry level possibilities, as well as portfolio preparation.

<b>Other Courses in the Engineering &amp; Manufacturing Academy</b>	
⇒	Advanced Computer Aided Drafting and Design 5-6
⇒	Welding Technology

### **Career Opportunities**

Draftsperson  
Facilities Manager  
Manufacturing  
Production Engineer

Architect  
Civil Engineering  
Designer  
Project Manager

Mechanical Engineer  
City Planner  
Contractor  
Structural Engineering

**Student Career and Technical Organizations & Scholarship and Industry Opportunities**  
SkillsUSA – Scholastic Arts – American Institute of Architects – NFAA

# COMPUTER AIDED DRAFTING AND DESIGN 5-6

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9455-9456</b>
<b>Time Offered</b>	<b>7:30- 9:00 am</b>
<b>Credits/Year</b>	<b>2</b>
<b>Prerequisites</b>	<b>Pass CADD 3-4 with a “B” or better, interview and/or approval of the instructor</b>
<b>Materials Needed</b>	<b>NONE</b>
<b>Fees</b>	<b>\$50.00 Lab Fee</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may earn additional college credit.</b>

The **Advanced Computer Aided Drafting and Design 5-6** program further develops and expands upon CADD concepts and related drafting and design fundamentals. It provides continued education in selected areas in the mechanical, technical, architectural and manufacturing fields and also integrates 3D Design processes and related production developments.

Students will focus on productive and disciplined solutions to problems that relate to the industrial, professional and academic environments while developing portfolio and scholarship opportunities. Additional emphasis will be placed on projects, independent study, and organized activities relating to production environments, as well as developing the student’s potential for work-study and/or internships.

At various times throughout the school year, students will be required to provide their own transportation to alternate class sites for job shadowing, internship, and/or visits to businesses, as well as selected industry events.

<b>Other Courses in Engineering and Manufacturing Academy</b>
⇒ Welding Technology

### Career Opportunities

Draftsperson  
Facilities Manager  
Manufacturing  
Production Engineer

Architect  
Civil Engineering  
Designer  
Project Management

Mechanical Engineer  
City Planner  
Contractor  
Structural Engineering

**Student Career and Technical Organizations & Scholarship and Industry Opportunities**  
SkillsUSA – Scholastic Arts – American Institute of Architects - NFAA

# ADVANCED DIGITAL 3D DESIGN / MULTIMEDIA YEAR 1-2

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9511-9512</b>
<b>Time Offered</b>	<b>12:30 – 2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>Application, interview, and instructor approval</b>
<b>Materials Needed</b>	<b>Notebook and flash drive</b>
<b>Fees</b>	<b>\$50.00 Lab Fee</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may earn Tech Prep college credits</b>

Advanced Digital Arts, 3D Design and Multimedia is a program that encompasses technical and creative design visualization, along with hands on skill development and career exploration, by involving students with the computer based applications utilized in the computer graphics and design visualization industries.

The student will be introduced to visual design, ranging from digital painting and digital photography to advanced 3D design, animation and compositing. The student will develop and produce content and compositions through projects and tutorials, while using advanced computer applications and sophisticated software to gain an understanding of digital media in the artistic, graphic and technical design fields. The student will also be involved with portfolio development and career research.

The Program involves basic and intermediate exposure to elementary digital photography, digital photo imaging and editing, basic graphic illustration and cartooning to include storyboarding and animation, as well as basic 2D and 3D computer graphics. Lecture, tutorials, and individual instruction will occur, as well as learning through both independent and team projects, in and outside the laboratory. Potential opportunities also include possible job shadowing, internships and business experience opportunities. At various times throughout the school year, students will be required to provide their own transportation to alternate class sites for job shadowing, internship, and/or visits to businesses, as well as selected industry events.

<b>Other Courses in the Communications Arts and Media Academy</b>	
⇒	Advanced Digital Arts, 3D Design and Multimedia 3-4
⇒	Digital Video Production 1-2 & 3-4
⇒	Graphic Arts

### Career Opportunities

Animator	Illustrator	Architectural Rendering
Software Development	Multimedia	Rendering & Compositing
Game Designer	Communications	Videographer
Graphic Artist	Industrial Designer	Web Designer

**Student Career and Technical Organizations & Scholarship and Industry Opportunities**  
 SkillsUSA – SIGGRAPH – Scholastic Arts – American Advertising Federation – ADDY Awards

# ADVANCED DIGITAL 3D DESIGN / MULTIMEDIA 3-4

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9513-9514</b>
<b>Time Offered</b>	<b>12:30 – 2:30 am</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>Passing grade in Adv Digital 1-2 and instructor approval</b>
<b>Materials Needed</b>	<b>Notebook and flash drive</b>
<b>Fees</b>	<b>\$50.00 Lab Fee</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may earn additional college credit.</b>

Advanced Digital Arts, 3D Design and Multimedia is a program that encompasses technical and creative design visualization, along with hands on skill development and career exploration, by involving students with the computer based applications utilized in the computer graphics and design visualization industries.

The student will gain additional understanding of visual design, with individualized curriculum ranging from digital painting and digital photography to advanced 3D design, animation and compositing. The student will continue to develop and produce content and compositions, through projects and more advanced tutorials, while using workstation and server computer applications and sophisticated software to gain an understanding of digital media in the artistic, graphic and technical design fields. Students will produce a portfolio/demo reel along with additional career research.

The Program involves intermediate and pre-professional development with individualized course of study in areas of digital photography, digital photo imaging and editing, graphic illustration, or animation, 3D computer graphics and advanced compositing. Lecture, advanced tutorials, and individual instruction will occur, as well as learning through both independent and team projects, in and outside the laboratory. Potential opportunities also include possible job shadowing, internships and business experience possibilities. At various times throughout the school year, students will be required to provide their own transportation to alternate class sites for job shadowing, internship, and/or visits to businesses, as well as selected industry events.

<b>Other Courses in the Communications Arts &amp; Media Academy</b>	
⇒	Digital Video Production 1-2 and 3-4
⇒	Graphic Arts

### Career Opportunities

Animator  
Software Development  
Game Designer  
Graphic Artist

Illustrator  
Multimedia  
Communications  
Industrial Designer

Architectural Rendering  
Rendering & Compositing  
Videographer  
Web Designer

### Student Career and Technical Organizations & Scholarship and Industry Opportunities

SkillsUSA – SIGGRAPH – Scholastic Arts – American Advertising Federation – ADDY Awards – NFAA

# ADVANCED CULINARY ARTS 3-4

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9631-9632</b>
<b>Times Offered</b>	<b>12:30 – 2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>Passing grade in Algebra 1-2, Foods 1-2 preferred. Interview with instructor</b>
<b>Materials Needed</b>	<b>3-ring notebook, set of knives, uniforms, miscellaneous cooking utensils (approx. \$150.00)</b>
<b>Fees</b>	<b>\$50.00 Lab Fee</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may earn 11 tech prep credits. Additionally, over 1,000 universities &amp; colleges may grant credit and/or provide scholarships.</b>

The **Advanced Culinary Arts Program** is offered to beginning and second year students providing an introduction to commercial food production for students who wish to pursue a career in the commercial food industry. By operating a restaurant in the school, students will be introduced to equipment, methods, techniques, and terminology common to quantity food establishments.

Students will receive instruction in salad preparation, sandwich, soup, sauces, basic baking, meat production, hors d'oeuvres, finger food and the duties of a sous chef. While experiencing management in the hospitality field, students may obtain certification in Culinary Arts, Prostart, CPEM, Server Safe, CPR, and Service. Instructional units will also include sanitation practices, budget control, menu development, food cost analysis, formal dinner house serving, etiquette, presentation of food, and principles and operations of a food establishment.

<b>Other Courses in the Culinary and Hospitality Academy</b>	
⇒	Hotel Management
⇒	Commercial Baking 1-2 and 3-4

### Career Opportunities

Executive Chef	Dietician	Food Service Manager
Restaurant Owner	Food Writer	Sous Chef
Food and Beverage Manager	Maitre d' hotel	Catering Director
Pastry Chef	Banquet Manager	Ice Sculptor

### Student Career and Technical Leadership Organizations

Prostart, SkillsUSA, International Food Services Executives Association, American Culinary Federation

# AGRICULTURE LEADERSHIP

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	
Year 1 & 2	Ag Leadership 1-2    9711-9712
Year 3 & 4	Ag Leadership 3-4    9723-9724
<b>Time Offered</b>	<b>Thursday evenings 6:00-9:00 pm</b>
<b>Credits/Year</b>	<b>1</b>
<b>Requirements</b>	<b>FFA Membership</b>
<b>Materials Needed</b>	<b>Notebook</b>
<b>Fees</b>	<b>\$15.00 FFA Dues*</b>

Washoe County School District offers a class in Agriculture Leadership that is open to all high school students. The class places emphasis on animal science, plant science, livestock judging, record keeping, parliamentary procedure, public speaking, and leadership skills.

Students will be required to prepare for and participate in the State FFA Convention and Contests held every spring as this satisfies the time requirements for the credit.

\*The Future Farmers of America (FFA) curriculum is an integral part of this course and therefore required. Once enrolled, students will be a part of the largest youth organization in the world.

<b>Other Courses in the Biotechnology/Natural Resources and Veterinary Medicine Academy</b>	
⇒	Veterinary Medicine Assistant
⇒	Biotechnology / Plant Science

### Career Opportunities

Agronomists  
 Agri-business person  
 Crop Producer  
 Public Planner

Agricultural Scientist  
 Nutritionist  
 Veterinarian  
 Public Leader

Broker  
 Rancher  
 Sales and Service

### Student Career and Technical Leadership Organizations

FFA – Future Farmers of America

# BIOTECHNOLOGY / PLANT SCIENCE

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9751-9752</b>
<b>Time Offered</b>	<b>12:30 – 2:30 pm</b>
<b>Credits/Year</b>	<b>3 (1 Science Credit)</b>
<b>Prerequisites</b>	<b>Passing grade of “C” or better in Biology 1-2</b>
<b>Materials Needed</b>	<b>Notebook, clothing appropriate for work (coveralls)</b>
<b>Fees</b>	<b>\$15.00 FFA Dues*</b>
<b>Tech Prep</b>	<b>Possible 9 credit may be earned (pending)</b>

This class is designed to introduce the student to Bioscience, Plant Science and how they function in the environment around them. The students will engage in learning plant functions, soils and growth requirements. The students will be learning the technology of Bio-fuels dealing with algae and other organic plant materials. The landscape technology portion of the course will introduce each student to all aspects of landscaping from design to installation. Students may work towards their **Nevada Landscape Technician Certification**. Students will apply course work to hands-on activities using AACT’s greenhouse and University of Nevada, Reno’s greenhouse facilities.

Workers in plant science apply scientific methods to produce and market plants, shrubs, and trees for ornamental, recreational, and aesthetic purposes. They establish, maintain, and manage horticultural enterprises such as greenhouses, nurseries, and turf and landscaping businesses, as well as manage and cultivate ornamental trees and flowering plants. In the field of Biotechnology, students will have unlimited job opportunities world wide in this new and exciting field.

AACT has partnered with the University of Nevada, Cooperative Extension to offer the **Nursery Worker Certificate** to students who successfully complete this course and complete the competencies.

**Students will need to provide their own transportation to the AACT greenhouses and UNR’s facility.**

\*The Future Farmers of America (FFA) curriculum is an integral part of this course, and therefore, students are required to be member. Once enrolled, students will be a part of the largest youth organization in the world.

<b>Other Courses in the Biotechnology/Natural Resources and Veterinary Medicine Academy</b>	
⇒	Agriculture Leadership
⇒	Veterinary Medical Assistant

## Career Opportunities

Agronomist	Horticulturist	Landscape Architect
Environmentalist	Nursery Worker	Nursery Operator
Florist	Botanist	Soil Specialist
Forester	Nursery Manager	Plant Breeder
Golf Course Specialist	Plant Propagator	Greenhouse Manager
Turf Manager	Park Technician	City Grounds Worker

## Student Career and Technical Leadership Organizations

FFA – Future Farmers of America

# COMMERCIAL BAKING 3-4

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9643-9644</b>
<b>Times Offered</b>	<b>7:30 – 9:00 am</b>
<b>Credits/Year</b>	<b>2</b>
<b>Prerequisites</b>	<b>Passing grade in Alg 1-2, Foods 1-2 preferred. Interview with instructor</b>
<b>Materials Needed</b>	<b>3-ring notebook, uniform, miscellaneous baking utensils (approx. \$100.00)</b>
<b>Fees</b>	<b>\$50.00 Lab Fee</b>

The **Commercial Baking Program** is offered to beginning students providing an introduction to commercial baked goods production for students who wish to pursue a career in the commercial baking industry. By operating a pastry and coffee service in the school, students will be introduced to equipment, methods, techniques, and terminology common to quantity bakeries.

Students will receive instruction in sanitation, baking ingredient properties, function and use of equipment, understanding basic bakery procedures, recipe conversion, costing, and proper storage. Students may obtain certification in Serve Safe sanitation, CPR, and Service. Instructional units will include; pies, cookies, quick breads, yeast products, pastries, cakes and basic decorating techniques. Along with sanitation practices, budget control, food cost analysis, bakery service, presentation of food, and principles and procedures of operating a bakery.

<b>Other Courses in the Culinary / Hospitality Academy</b>
⇒ Advanced Culinary Arts

## Career Opportunities

Executive Chef	Dietician	Food Service Manager
Restaurant Owner	Food Writer	Sous Chef
Food and Beverage Manager	Maitre d’hotel	Catering Director
Pastry Chef	Banquet Manager	Ice Sculptor

## Student Career and Technical Leadership Organizations

Prostrate, SkillsUSA, International Food Services Executives Association, American Culinary Federation



# DIGITAL VIDEO PRODUCTION 3-4

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9503-9504</b>
<b>Times Offered</b>	<b>12:30-2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• <b>Successful completion of Sophomore and/or Junior English</b></li> <li>• <b>Photography, newspaper or fundamentals in art recommended</b></li> </ul>
<b>Materials Needed</b>	<b>Individual notebooks, VHS, mini DV and DVD stock</b>
<b>Fees</b>	<b>\$20.00 Lab Fee per semester</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may earn up to 6 college credits</b>

Interested in a career in radio, television, or film? How about advertising or public relations? The **Digital Video Production Program** introduces students to a myriad of jobs in the media industry. Skills learned apply to live and field production for television, film, radio, and other applications of videography. Students learn the production process from pre-production or scripting, through production or shooting, microphone set-up, lighting, and set design, and finally post-production or editing.

Projects include commercials, PSAs, news stories, music videos, live studio production, short dramatic works, movie trailers, event shoots, and Senior Memories – the special video shown at most high school graduation ceremonies. Students use digital cameras and non-linear editing equipment, as well as traditional television and audio equipment. Student work is aired throughout the year on local TV channels and at public events. Internships are available to second year students.

Upon completion of this course, the student will be issued a Certificate of Competency. Students will also be introduced to postsecondary programs and employment opportunities in the media industry.

<b>Other Courses in the Communications Arts &amp; Media Academy</b>	
⇒	Advanced Digital/3-D Multimedia Design
⇒	Graphic Arts

## Career Opportunities

Television Production  
Radio Production  
Advertising

Broadcast Journalism  
Film Industry  
Music Video Production

Videography  
Screen Writing  
Television Studio Production

## Student Career and Technical Leadership Organizations

SkillsUSA

# EARLY CHILDHOOD EDUCATION

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9255-9256</b>
<b>Times Offered</b>	<b>12:30 – 2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>“C” or better in Child &amp; Human Development 1-2 or instructor approval</b>
<b>Materials Needed</b>	<b>Large 3-ring notebook</b>
<b>Fees</b>	<b>\$10.00 CPR Certification Fee</b>
<b>Tech Prep</b>	<b>Students successfully completing the course may earn up to 9 college credits.</b>

The **Early Childhood & Elementary Education** program is for students who are interested in working with children as child care providers, teachers, parents, recreation leaders or child related health care professionals. The course will consist of individual and group study combined with laboratory experience. An “on-site” preschool program and placement in community childcare centers will provide the practical application of the theories studied. Students will be given the opportunity to develop entry-level skills in child guidance and early childhood education. These skills are needed to work in the childcare and preschool industries.

The following concepts and experiences will be stressed in the course: designing creative developmental activities for preschool children, acquiring the interpersonal skills needed in working with preschool children and peers, and developing responsible attitudes toward work and toward the management of preschool facilities. The growth and development of the elementary age child may also be studied. Tasks will be performance based and will be designed to test or demonstrate students’ skills in various areas of competency.

### Career Opportunities

Teacher  
Day Care Director

Psychologist  
Pre-school Teacher

Counselor  
Pediatric Health Care Worker



# FINANCIAL / BUSINESS MANAGEMENT

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9205-9206</b>
<b>Times Offered</b>	<b>12:30-2:30 PM</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>Computer Literacy with “C” or better</b>
<b>Materials Needed</b>	<b>Flash Drive</b>
<b>Fees</b>	<b>\$30.00 Lab Fee</b>
<b>Tech Prep</b>	<b>Students successfully completing the year course may earn up to 14 college credits</b>

**A REAL FINANCIAL INSTITUTION WILL BE YOUR CLASSROOM.** Learning by doing is FUN! Get on the job training in the world of business and finance, and master your computer and technology skills. Transfer what you learn in the classroom into a real work environment at our on-site financial institution where you will be trained as tellers, and new account managers. You will utilize the computer to learn advanced software applications, personal and business responsibilities: time management, payroll, taxes, college scholarship application, admission preparation and enrollment, establish a career portfolio and important business and marketing skills. Take this class and become very employable in today’s technical job market. Your certification will make you number one in college and on the job! The Finance/Business course will help prepare students for gainful employment in the banking and financial industry.

This course also emphasizes career and college preparation and exploration, using the Internet for research, filling out college applications, income tax forms and evaluating insurance needs. In addition, student will develop a general knowledge of economics and understand how the U.S. economy works in today’s global marketplace through the Stock Market Game. Students will understand the basics of business organization and current workplace issues. Students will learn many of these skills while being employees in our on-site banking institute.

**Student must pass the drug test administered by the credit union to work in the banking facility. If a student fails the drug test and is not able to complete the required job shadowing or internship, their grade could be affected, or they could be dropped from the class.**

### Career Opportunities

Business Management  
 Receptionist/Clerk  
 Accounting  
 Data Administrator

Secretary/Admin Assistant  
 Banking  
 Data Entry Technician  
 Clerical Trainee

Computer Operator  
 Bookkeeper/Payroll  
 Data Processing Manager  
 Office Manager

### Student Career and Technical Leadership Organizations

SkillsUSA

# GRAPHIC ARTS

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9471-9472</b>
<b>Times Offered</b>	<b>7:30 – 9:30 am 10:00 am -12:00 pm 12:30 – 2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>NONE</b>
<b>Materials Needed</b>	<b>Individual Notebook</b>
<b>Fees</b>	<b>\$27.00 Tool Kit (student keep) \$13.00 SkillsUSA annual dues</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may earn up to 6 college credits.</b>

The **Graphics Arts Program** is designed to introduce students to all aspects of the graphics industry. Students will learn to operate offset printing presses, silkscreen equipment, plate-making equipment, various bindery machines and computers with high tech image setters for desktop publishing. They will perform layout and design functions and be expected to reproduce multi-color projects, from the design stages through printing and various finishing operations. Projects include memo pads, T-Shirts, stickers, and various halftone and four-color process reproductions. Students will also have an opportunity to learn and operate computerized embroidery machines. They will have an opportunity to embroider their own designs on garments such as hats, jackets, and sweaters.

Students will be encouraged to join our Skills USA Chapter. Through Skills USA, students will be able to enter state and national competitions in Graphic Design, Printing, and various Leadership Events. This will give students the opportunity to see how they match up with other students from around the state and country, and possibly earn very valuable scholarships or employment opportunities.

Field trips will be taken to local printing plants, screen-printing facilities, and graphic design firms. Students will use performance based instructional materials. Accepted working and safety procedures will be established early and taught throughout the course.

**This course is held next to Reno High School at 1251 Foster Drive. There is no Washoe County transportation to and from this class.**

<b>Other Courses in the Communications Arts and Media Academy</b>	
⇒	Advanced Digital/3D/Multimedia Design
⇒	Digital Video Production 1-2 and 3-4

### Career Opportunities

Screen Printer	Graphic Designer	Digital Media Technician
Web Page Designer	Plant Manager	Pressman
Business Owner	Bindery Technician	Estimator/Scheduler
Sales Representative	Embroidery Technician	

### Student Career and Technical Leadership Organizations

SkillsUSA

# HEALTH OCCUPATIONS

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9803-9804</b>
<b>Times Offered</b>	<b>12:30 – 2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>Passing grade of “C” or better in Biology 1-2</b>
<b>Materials Needed</b>	<b>Uniform Shirt &amp; 3 ring binder with dividers</b>
<b>Fees</b>	<b>\$75.00 Lab Fee (workbook &amp; uniform)</b>
<b>Tech Prep</b>	<b>Students successfully completing the course may earn up to 9 college credits</b>
<b>Additional Course Requirements</b>	<b>Students must meet the requirements to work as a volunteer in the hospital/patient setting including being current on all immunizations, TB testing and drug testing*</b>

The **Health Occupations Program** is designed for any student who thinks he or she may be interested in a career in the health care field. Students should be aware that the health science field requires extensive memorization, ability to learn medical terminology and the maturity to handle the emotional and physical aspects of being in real medical situations. During the school year the course of study will combine experiences in health care settings with classroom study and skills practice in the lab. Students will shadow at least 15 areas of a hospital and experience a long term care facility.\*

As part of the course, students will learn anatomy and physiology as it relates to the human body and disease. Students will also become familiar with various kinds of medical equipment and have hands on opportunities to practice with the equipment. Various health diagnostic tests will be observed and discussed as well as practiced by the students.

Field trips to various medical areas and visits to the classroom by health professionals are frequent occurrences. Leadership experiences will be offered through a professional student association (HOSA) where the opportunity to participate in competitions at the local, state or national level is available. At times a flex schedule may be needed to accommodate internship experiences. This means that occasionally students will meet at a hospital or other medical facility other than at the regular time. **Transportation to the medical facilities is the responsibility of the students.**

\*All health care facilities have strict requirements to job shadow. A two-step TB and updated current immunization records are required. **Also, students must pass a drug test administered by the hospital to work in their facility. If a student fails the drug test and is not able to complete the required job shadowing or internship, their grade could be affected, or they could be dropped from the class.**

### Career Opportunities

Nurse, R.N., L.P.N.	Physician	Medical Technologist
Nursing Assistant	Medical Assistant	Respiratory Therapist
Physical Therapist	EMT I & II	Surgical Technician
Occupational Therapist	Paramedic	Dietician
Laboratory Technician	Radiology	Pharmacy Technician

### Student Career and Technical Leadership Organizations

Requirement to be a member of Health Occupations Students of America (HOSA)

# MEDICAL ASSISTANT

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9801-9802</b>
<b>Times Offered</b>	<b>12:30 – 2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>Passing grade of “C” or better in Biology 1-2</b>
<b>Materials Needed</b>	<b>3-ring notebook, uniform shirt</b>
<b>Fees</b>	<b>\$60 Medical Office Practice Kit</b>
<b>Tech Prep</b>	<b>7 tech prep credit may be earned</b>

The Medical Assistant Program is offered to mature, motivated high school juniors and seniors who have a strong interest in pursuing a career in the medical field. This year long course of study provides the opportunity to match a student’s career interest with actual job site training. Students will participate in the *Learn and Earn Work Based Program* which includes 60 plus hours of job shadowing experience. This class meets both state and national standards for certification.

Classroom instruction includes basic medical terminology, human anatomy and physiology, clinical and diagnostic procedures as well as medical office practices. Training includes CPR and First Aid certification. Specific instruction will focus on employability skills in an overall effort to facilitate a student’s transition from school-to-work. After the successful completion of the core competencies, students are awarded a Competency Certificate and are eligible for seven college credits at Truckee Meadows Community College.

Students are encouraged to participate in the Health Occupations Students of America (HOSA) which promotes and supports both school-based and work-based opportunities. HOSA enhances a student’s ability to develop leadership skills and the confidence to enter the workplace.

Medical assisting is one of the fastest growing health care careers. This program lays a strong foundation for students wishing to continue their health sciences education or seek immediate, long term employment.

**Participation in the Medical Assistant Program requires students/parents to provide necessary transportation to the job shadow site for up to an eight week period during the second semester.**

<b>Other Courses in the Medical Careers Academy</b>	
⇒	Health Occupations
⇒	Sports Medicine

## Career Opportunities

Medical Assistant  
Clinical Supervisor

Nursing Assistant  
Administrative Support

Office Manager

## Student Career and Technical Leadership Organizations

Requirement to be a member of Health Occupations Students of America (HOSA)

# SPORTS MEDICINE

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9809-9810</b>
<b>Time Offered</b>	<b>12:30-2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• <b>Biology grade of “C” or better</b></li> <li>• <b>Anatomy &amp; Physiology is recommended</b></li> </ul>
<b>Materials Needed</b>	<b>3-Ring Binder w/dividers</b>
<b>Fees</b>	<b>\$50.00</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may earn up to 7 college credits</b>

**Sports Medicine** is the branch of medicine that deals with the prevention and treatment of injuries that occur to athletes and the active population. Those who work in sports medicine must draw from a vast array of disciplines including anatomy and physiology, strength training, sport psychology and nutrition to help their patients or clients attain, regain and maintain physical fitness.

As part of this course, students will job shadow in an area of their choice, typically a Physical Therapy clinic, but may be another area in the field of Sports Medicine. **The student will be responsible for finding a place to job shadow and provide their own transportation.** The shadowing usually takes place in April and/or May during class hours.

This class also includes training and certification in CPR and basic First Aid Skills. First Responder certification may be obtained upon passing a national certification test if student is 16 or older by completion date.

<b>Other Courses in the Medical Careers Academy</b>	
⇒	Health Occupations
⇒	Medical Assistant

### Career Opportunities

Paramedic/EMT Intermediate	EMT Basic/First Responder	Athletic Trainer
Health Club Personal Trainer	Physician/Physician Assistant	Medical Assistant
Occupational/Physical Therapy	Fire Fighter	Police Officer
Medical Technologist	Nurse	Dietician

### Student Career and Technical Leadership Organizations

Requirement to be a member of Health Occupations Students of America (HOSA)

# VETERINARY MEDICAL ASSISTANT

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9807-9808</b>
<b>Time Offered</b>	<b>7:30 – 9:00 am</b>
<b>Credits/Year</b>	<b>2</b>
<b>Prerequisites</b>	<b>Biology</b>
<b>Materials Needed</b>	<b>Notebook</b>
<b>Fees</b>	<b>\$15.00 FFA Dues* &amp; \$20 lab fee</b>
<b>Tech Prep</b>	<b>Student successfully completing this course may receive college credit (pending)</b>

The class is designed to challenge those students who are considering the field of veterinary medicine as a career option. Through hands on instruction, the students will be able to learn new and interesting concepts dealing with animals. The program utilizes the University of Nevada facilities and most labs are conducted on large animals (livestock). The goal of the class is to give the students a strong foundation of knowledge that will help prepare them for the level of education in this career. The topics that will be covered in detail by this class are the as follows:

**Animal Physiology:** External; Internal – Digestive Processes, Respiration, Endocrine System

**Animal Health:** Diseases – Causes, Prevention, Infectious, Noninfectious; Animal Health Practices – Medicines, Vaccinations

**Livestock Pests:** Internal Parasites; External Parasites

**Nutrition and Feeds:** Feed Identification; Feed Additives; Rations; Nutrition Requirements; Nutritional Diseases; Feeding Regimes

**Livestock Breeding and Genetics:** Reproduction; Selection and Habitability; Environment and Care of Reproducing Animals

**Laboratory:** AACT Vet Lab; student will be involved in lab techniques and lab experiments.

Partnerships: UNR Agriculture College Farm Department, Nevada Humane Society

\*The Future Farmers of America (FFA) curriculum is an integral part of this course and therefore a requirement to be a member. Once enrolled, students will be a part of the largest youth organization in the world.

<b>Other Courses in the Biotechnology/Natural Resources and Veterinary Medicine Academy</b>	
⇒	Agriculture Leadership
⇒	Biotechnology / Plant Science

## Career Opportunities

Veterinarian	Embryologist	Nutritionists
Broker	Vet Technician	Zoologist
Artificial Inseminator	Animal Inspector	Animal Trainer
Animal Health Product Sales	Animal Geneticists	Ranch/Farm Management
Animal/Feed Researcher	Genetic Engineer	Reproductive Physiologist
Veterinary Pathologist	Bioengineer	Animal Scientist

## Student Career and Technical Leadership Organizations

FFA – Future Farmers of America  
HOSA – Health Occupations Student of America

# WELDING TECHNOLOGY 1-2

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9411-9412</b>
<b>Times Offered</b>	<b>12:30 – 2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>Metals I and Metals II* or Welding Application Required. Passing grade of “C” or better in Alg 1-2</b>
<b>Materials Needed</b>	<b>Shop coat or apron, welding gloves, 3-ring binder</b>
<b>Fees Required</b>	<b>\$25.00 Lab Fee per semester \$15.00 SkillsUSA Dues</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may receive up to 5 college credits</b>

This Welding Technology program is designed for WCSD students who wish to expand their knowledge in the area of welding. Students will become familiar with layout and design, blueprint reading, inspection testing of welds, metallurgy and project development. Basic to advanced welding techniques will be provided in the areas of Shielded Metal Arc Welding, Gas Metal Arc Welding, Flux Cored Arc Welding, and Gas Tungsten Welding.

A Competency Profile will be issued to every student who successfully completes this yearlong program. Students will be offered first hand knowledge of the welding industry in our community through field trips and guest speakers. Our program is an approved “American Welding Society – Entry Level 1” training facility. Our curriculum provides for students to earn college credits through our Tech Prep Articulation program with the community colleges. All students will receive Employability Skills training through the SkillsUSA Professional Development Program.

\*If the home high school does not offer Metals I or Metals II, the student may arrange approval to enroll in the class through the Welding Technology Instructor.

<b>Other Courses in the Engineering and Manufacturing Academy</b>
⇒ Advanced Computer Aided Drafting and Design (CADD)

### Career Opportunities

Iron Worker  
 Certified Welder  
 Fabrication Layout and Design

Job Estimator  
 Supervisor/Management  
 Sheet Metal Worker

Metal Worker  
 Welding Inspector  
 Plumber and Pipe Fitter

### Student Career and Technical Leadership Organizations

SkillsUSA  
 American Welding Society  
 Future Farmers of America (FFA)

# WELDING TECHNOLOGY 3-4

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>9413-9414</b>
<b>Times Offered</b>	<b>12:30 – 2:30 pm</b>
<b>Credits/Year</b>	<b>3</b>
<b>Prerequisites</b>	<b>Welding/Fabrication 1-2 AND Instructor Approval</b>
<b>Materials Needed</b>	<b>Shop coat or apron, welding gloves, 3-ring binder</b>
<b>Fees Required</b>	<b>\$25.00 Lab Fee per semester \$15.00 American Welding Society Student Member \$15.00 SkillsUSA Dues</b>
<b>Tech Prep</b>	<b>Students successfully completing this course may receive up to 5 college credits</b>

This class is designed for those students who wish to continue their training in the field of welding. All students will receive Employability Skills training through the SkillsUSA Professional Development Program.

The second year of the Welding Program allows students the opportunity to further their individual welding skills in all process areas. Students will work towards meeting the competencies as set forth by the American Welding Society through the Entry Level I training program. Achieving certification in the SMAW, GMAW, FCAW and GTAW will be a primary focus for year two students.

<b>Other Courses in the Engineering and Manufacturing Academy</b>
⇒ Advanced Computer Aided Drafting and Design (CADD)

### Career Opportunities

Iron Worker  
 Certified Welder  
 Fabrication Layout and Design

Job Estimator  
 Supervisor/Management  
 Sheet Metal Worker

Metal Worker  
 Welding Inspector  
 Plumber and Pipe Fitter

### Student Career and Technical Leadership Organizations

SkillsUSA  
 American Welding Society  
 Future Farmers of America (FFA)



# Project Ready

<b>Semester Offered</b>	<b>Full Year Course</b>
<b>Course #</b>	<b>7843-7844</b>
<b>Times Offered</b>	<b>7:30 – 10:30</b>
<b>Credits/Year</b>	<b>4</b>
<b>Prerequisites</b>	<b>Must be receiving Special Education Services And Approval of Instructor and Case Manager</b>

Project READY is targeted to students whose main goal is competitive employment. The three goals of Project READY are:

- \*to improve students' preparation for post high school employment
- \*to increase students' daily living skills
- \*to increase students' knowledge of and access to community resources

Students will meet these goals through hands-on work in three career and technical areas: Culinary & Hospitality, Biotechnology & Natural Resources, and Early Childhood Education. The curriculum focus in each goal area is outlined below.

### **Employment Preparation Skills:**

- Job exploration & job seeking
- Work habits and attitude
- In-school job training in the areas of:
  - Culinary
  - Biotechnology/Natural Resources,
  - Early Childhood Education
- Internship opportunities

### **Independent Living Skills:**

- Home and self-care skills
- Self awareness, efficacy, and advocacy
- Communication and social skills

### **Community Participation:**

- Career awareness & exploration
- Service learning
- Resource awareness

This class is designed to be taken for only one year or repeated for up to three years. Students who complete the three year curriculum will be eligible to earn a CTE endorsement on their high school diploma.



## **A Washoe County School District Options Program**

### **What is an Options program?**

*An option programs is a school or program that offers an alternative or enhancement for traditional comprehensive high school and ways to earn supplemental credit. In WCSD, these include:*

*Washoe High School                      TMCC High School  
WOLF    Supplemental Credit  
Academy of Arts, Careers & Technology*

### **In options programs, the following *Basic Understandings* apply:**

- 1) Acceptance is based on a criteria set by the program.
- 2) Attendance is a privilege that can be revoked by the school or district based on criteria set by the program.
- 3) Transportation is not guaranteed. Limited transportation may or may not be provided as part of the specific program.
- 4) Acceptance is for one school year only. All students must reapply each school year.
- 5) Students must continue to meet the grade, credit, attendance and behavior requirements in order to be accepted in subsequent years.

### **Attendance is a privilege**

The privilege of attending AACT is revocable. Reasons for terminating attendance may include, but are not limited to, poor attendance, unsatisfactory behavior/conduct, poor academic or CTE performance, inability to meet student needs.