

CAREER EDUCATION DEPARTMENT COURSE OFFERINGS

(Updated February 2019)

COURSE REQUIREMENTS

TELEVISION PRODUCTION

CA244S - Exploring Social and Digital Media (*Formerly Exploring TV Production*)

Semester Course: Grades 9-12

No Prerequisite

CA301 - TV Production I (*Basics of TV Production*)

Full Year Course: Grades 9-10 only

No Prerequisite

CA401 - TV Production II (*Studio Production / Intro to Editing w/Final Cut Pro*)

Full Year Course: Grades 10-11 only

Prerequisite: TV Production I (CA301)

CA344 - TV Production III (*Intermediate TV Production / Intro to Broadcast Journalism*)

Full Year Course: Grades 11-12 only

Prerequisite: TV Production II (CA401)

CA444 - TV Production IV (*Advanced TV Production and Broadcast Journalism*)

Full Year Course: Grade 12 only

Prerequisite: TV Production III (CA344)

(Note- CA444A is also available as a two period option for TV Production IV)*

GRAPHIC DESIGN/COMMERCIAL ART

IE230 - Graphic Design/Commercial Art I (Grades 9 & 10 only)

Full Year Course: Grades 9-10 only

No Prerequisite

IE340 - Graphic Design/Commercial Art II

Full Year Course: Grades 10-11 only

Prerequisite: Graphic Design/Commercial Art I (IE230)

IE420 - Graphic Design/Commercial Art III

Full Year Course: Grades 10-12 only

Prerequisite: Graphic Design/Commercial Art II (IE340)

IE520 - Graphic Design/Commercial Art IV

Full Year Course: Grade 12 only

Prerequisite: Graphic Design/Commercial Art III (IE420)

WOODWORKING

IE250 - Woodworking I

Full Year Course: Grades 9-10 only

No Prerequisite

IE360 - Woodworking II

Full Year Course: Grades 10-11 only

Prerequisite: Woodworking I (IE250)

IE460 - Woodworking III

Full Year Course: Grades 11-12 only

Prerequisite: Woodworking II (IE360)

IE560 - Woodworking IV (Carpentry & Construction)

Full Year Course: Grade 12 only

Prerequisite: Woodworking III (IE460)

TECHNICAL EDUCATION

TE100 - Technical Education I

Full Year Course: Grades 9-11 only

No Prerequisite

TE200 - Technical Education II

Full Year Course: Grades 10-12 only

Prerequisite: Technical Education I (TE100)

DRAFTING AND DESIGN (CAD-Computer Assisted Design)

TE150 - CAD I: Drafting and Design

Full Year Course: Grades 9-10 only

No Prerequisite

TE250 - CAD II: Drafting and Design

Full Year Course: Grades 10-11 only

Prerequisite: CAD I: Drafting and Design (TE150)

TE350 - CAD III: Drafting and Design

Full Year Course: Grades 11-12 only

Prerequisite: CAD II: Drafting and Design (TE250)

TE450 - CAD IV: 3D Modeling and Rendering

Full Year Course: Grade 12 only

Prerequisite: CAD III: Drafting and Design (TE350)

(Note* - TE450A is also available as a two period option for CAD IV)

TE550 – Introduction to Drone Theory & Design

Full Year Course: Grades 11-12 only

Prerequisite: CAD I and CAD II: Drafting and Design (TE250 and TE150) or any TWO of the following engineering courses: Intro to Engineering, Principles of Engineering, AP Physics

CLOTHING

HE210 - Clothing I

Full Year Course: Grades 9-10 only

No Prerequisite

HE310 - Clothing II

Full Year Course: Grades 10-11 only

Prerequisite: Clothing I (HE210)

HE320 - Clothing III

Full Year Course: Grades 11-12 only

Prerequisite: Clothing II (HE310)

HE340 - Clothing IV

Full Year Course: Grade 12 only

Prerequisite: Clothing III (HE320)

HEALTH OCCUPATIONS EDUCATION

HO310 - Allied Health I

Full Year Course: Grades 10-11 only

Required: 74% or higher average in Biology, Algebra, Chemistry, Interview, Letter of interest

HO410 - Allied Health II

Full Year Course: Grades 11-12 only

Prerequisite: Allied Health I (HO310) with a grade of "B" or higher.

Required: 74% or better average in Biology, Algebra and Chemistry

Preferred: Completion or concurrent enrollment in the UHS Anatomy and Physiology course

(Note- HO410 meets for two (2) periods per day)*

COSMETOLOGY CAREER

*Note: Students must apply for acceptance into the program. A test and an interview during their sophomore school year is required as part of the selection process.

VT334 - Cosmetology I (Meets for three (3) sequential periods per day)

Full Year Course: Grade 11 only

Required: Application, test and an interview with the instructor

VT444 - Cosmetology II (Meets for three (3) sequential periods per day)

Full Year Course: Grade 12 only

Prerequisite: Cosmetology I (VT334)

CAREER EDUCATION COURSE DESCRIPTIONS

TELEVISION PRODUCTION

The TV Production program is a comprehensive, inter-disciplinary program designed to give students an opportunity to study and develop related skills in the broad field of television. The course offers classroom, field, and TV studio experience in television/video production, broadcast journalism, editing, news programming and filming. TV Production students are given the opportunity to produce, edit, and direct TV productions which are developed for broadcast over the district's cable television system.

- **CA244S - Exploring Social and Digital Media** (*Formerly Exploring TV Production*)

Exploring TV Production is a semester course that allows the students to explore Broadcast Journalism in a variety of different ways. The students explore media in the 21st century using iPads and compact video cameras for on the go mobile journalism coverage. They will learn about streaming and V-logging through YouTube and will produce their own podcast show.

- **CA301 - TV Production I** (*Basics of TV Production*)

As the first in a four course series, students will learn the basics of TV/Video Production. The course begins with an introduction into the history of television. Through the development of field productions, students will learn the basics of television production, such as how to operate all field equipment, camera framings, angles and rules that apply in all aspects of field and studio production. In addition, students will learn the basics of Final Cut Pro, which is the non-linear editing system used by professionals to edit video. In addition to ensuring continuity and shooting for edit, editing is a skill that needs to be practiced consistently in order to become better at storytelling. Students will also learn how to write and shoot different types of scripts and to

follow them through the filming process. All of these skills must be taught and worked on through the entire first year and are the foundation of video production.

- **CA401 - TV Production II** (*Studio Production / Intro to Editing w/Final Cut Pro*)

Students will continue to develop and advance their skills from TV Production I. The course begins with learning the Federal Communication Commission (FCC) laws, regulations and legalities within television and advertising by covering all legal aspects of television production. In the first semester, students will review field equipment, framing, continuity and the basic skills of Final Cut Pro learned in TV Production I. They will be advancing on all those skills, with a large emphasis on advanced editing skills with Final Cut Pro. Students will learn about music use (licensing), advertising and TV programming through various field production projects.

The second semester will be dedicated to studio production. Students will learn how to operate all studio equipment and understand how to function in a professional television studio setting. Students will be expected to treat each studio production as if it were a live program. Skills used in field production are carried over into studio production. Students are trained in advanced script writing for the teleprompter. They will be learning about producing different types of TV Programs in a studio, news broadcasting, how to write for TV News, and how to do the formatting for the UHS Morning News Show, both short format and long format.

- **CA344 - TV Production III** (*Intermediate TV Production / Intro to Broadcast Journalism*)

Students will learn to develop a news show while continuing to develop their skills in both field production and studio production. Students will learn new skills focusing in news broadcasting, where they will learn to develop, film and edit their own news package stories to air on long format news show days, as well as for Township of Union Channel 34/36. News packages will be produced for school and community events, and students will develop original story ideas. Students will continue to advance their writing techniques for TV news and practicing the rules of writing for the ear. Students will be considered as the Level One news team and will work behind the scenes of the morning news show to help the TV Production IV student crew members (Level Two team) develop the show by writing the scripts for the news show.

- **CA444, CA444A - TV Production IV** (*Advanced TV Production and Broadcast Journalism*)

Students in this class will be considered as the Level Two 2 news show team and will act as interns for the UHS-TV Studio. Skills at this level should be well developed and mastered at this point. UHS-TV interns will develop and edit their own news packages and be the heart of the morning announcement news show. Students will work on a rotating scheduling filling in all production roles to produce the show. Acting as news anchors, reporters, directors, technical directors, audio operators, teleprompter operators, camera operators, floor managers, video editors, script writers, editors, and producers, etc., the students will tape a "live" show each day. They will utilize a short format Monday-Thursday and a long format on Fridays, when news packages and/or interviews will air.

Level 2 students will be required to attend at least one school or community event and visit the Township of Union Channel 34/36 studio in small groups or independently as part of the course requirements. Upon completion of all course requirements students must take an End-of-Course Video Proficiency and Workplace Readiness Skills Exams. Students who pass both tests and have received an "A" or "B" in all of their Video classes, receive a special certification at graduation.

ALL STUDENTS IN EACH COURSE ARE EXPECTED TO FILM AFTER SCHOOL RELATED EVENTS FOR COMMUNITY SERVICE HOURS IN ORDER TO GAIN VITAL FIELD WORK EXPERIENCE OUTSIDE OF THE CLASSROOM SETTING.

GRAPHIC DESIGN/ COMMERCIAL ART

- **IE230: Graphic Design/Commercial Art I**

This course is designed to help introduce the students into the world of design and communications. The course will help the student understand the role of graphic arts in our daily lives and network industries. This course introduces students into many aspects of the graphic communications fields through immersion in a

curriculum, which embraces new computer and other technologies while still emphasizing traditional skills. Safe and orderly lab practices and work habits will be emphasized. Students will become familiar with the skills and principles of layout and design, bindery, package design, computer graphics, sublimation printing, three dimensional model making, silks screening. This course will help the student become familiar with the role of graphic arts in their daily lives as well as network industries. This course builds upon the curriculum of Graphic Communications IE-230-Y. Students will continue advanced studies in the areas of layout and design, bindery, package design, sublimation printing, computer graphics, three dimensional model making, air brushing, engraving and thermal silk screening.

- **IE340: Graphic Design/Commercial Art II**

This course will help the student to further identify the broad role of the graphic arts industry. The student will become acquainted with the principles and practices of various graphic occupations and procedures. Safe and orderly lab routines and practices along with student work habits will be emphasized as the student receives instruction in layout and design, multi color screen printing, offset printing, plate making, computer graphics, digital photography and air brushing techniques. This course will further help the student become aware of the daily impact that the graphic arts industry has in society. This course builds upon the curriculum of Graphic Communications IE-340-Y. Students will continue advanced studies in the areas of layout and design, multi-screen printing, computerized plate making, offset printing, digital photography, computer graphics, digital photography, air brushing and thermal silk screening.

- **IE420: Graphic Design/Commercial Art III**

The purpose of this course is to help the student to identify the broad scope of graphic arts industry and to become further acquainted with the skills, knowledge and work ethics associated within the various graphic arts professions. The students will receive instruction in multi-color screen-printing, computer graphics, digital photography, thermal silk screening and air brushing. This course will help the student to identify the broad scope of the graphic arts industry and its relationship to the economy. This course builds on the curriculum of graphic arts IE-420Y. Students will receive advanced instructions in multi silk-screening, computer graphics, digital photography air brushing and thermal silk screening.

- **IE520: Graphic Design/Commercial Art IV**

This advanced class offers continuing education in the areas of graphic designing, digital photography, computer graphics, silk screening, air brushing and the opportunity to participate in an internship and shadowing program that will provide the student with firsthand experience into the graphics industry. This class is designed to help the student to prepare for careers into the graphic arts industries by giving them the opportunity to work in the graphics industries via an internship or shadowing program. The student will also receive advanced studies in silk screening, air brushing and digital photography.

WOODWORKING

- **IE250: Introduction to Woodworking**

This course is an introduction for the student who is interested in the field of woodworking technology. Woodworking fundamentals in design, drawing, and bills of materials, reading plans, wood identification and lumber processing technology is covered. Methods in the safe and proper use of basic hand tools and processes such as layout, measuring, boring, drilling, sawing, fastening and planning will be taught. Other processes covered will be in the use of abrasives, basic finishing techniques and basic safety in using hand tools. Lab work will include the completion of two approved hand tool projects.

- **IE360: Woodworking II - Advanced Machine Woodworking**

This course is intended to develop a deeper understanding of the proper use and safety involved with woodworking stationary and portable power tools through the construction of advanced wood jointing used in the furniture making industry. Frame construction, door construction, drawer and drawer glides and associated hardware are covered. Students will explore advanced techniques, methods and technologies in the woodworking industry and develop an understanding of wood identification and the lumber industry, wood veneers, laminating and wood bending, finishing materials and techniques used in the furniture and cabinet making industry. Lab work will include an approved project design, project programming for the computerized lathe, and the finishing method of the required project.

- **IE460: Woodworking III - Woodworking for the Craftsman**

This course requires the student to direct his/her energies toward attaining a maximum amount of skill, artisanship and knowledge in the furniture and cabinet-making industry. The latest techniques and construction methods in cabinet and furniture making, design and furniture productions as well as the latest technological advancements are studied. Research will be done in the following technological areas: footings and foundations, framing floors, walls and ceilings, roof framing and roofing, windows, exterior doors and trim, interior finish, post-and-beam and prefabricated construction. Lab work will include the construction of one approved project to challenge the artisanship of the individual student and the construction of one approved sectional or complete scale model of residential house framing incorporating topics covered.

- **IE560: Woodworking IV - Carpentry & Construction**

This course is solely for students who have successfully completed IE-460. Semester 1 begins with the reading of survey and blueprint plans. The use of related tools in the layout and construction of footings and foundations is examined. Students will experience the framing of sill plates, beams or girders, floor joists, subfloor, and wall studs, and headers in windows and doorways. Semester 2 continues with an investigation of portable equipment used in the carpentry trade. Use of a framing square in the layout of stair stringers, railings and building codes will be presented and this technology will be incorporated in a model deck construction project. Careers in the carpentry industry will be explored as will the role of a sub-contractor.

TECHNICAL EDUCATION

Students in this program will utilize a problem solving approach to explore topics such as; technological resources, design solutions, processing resources, technological systems, electronics and computers, communication systems, production systems, transportation systems, biotechnical systems, controlling the system, and the impacts and outlooks of technology.

- **TE100: Technical Education I**

This course is intended for the technically oriented student who enjoys utilizing a problem solving approach to explore various areas of technical systems. Students will be exposed to technical learning activities to enhance their practical experience in the design process.

- **TE200: Technical Education II**

This course is intended for the student considering a career in engineering, architecture, or any other design field. Students must successfully complete TE100. Students will work at their own pace to research and design solutions to technological problems presented in this course. Students will build their solutions using a variety of techniques and materials.

TECHNICAL DRAFTING AND DESIGN (CAD) COMPUTER AIDED DESIGN

CAD is a four year program that will expose students to the world of architecture and engineering through hand and computer drafting and design. Students will begin with basic hand drafting procedures and move onto the computer to learn valuable techniques associated with the AutoCAD program. Some projects include: single and multi-view drawings, 3-D modeling, and commercial and residential design. At the conclusion of the program, students get the opportunity to take the AutoCAD Certified User Exam.

**Students completing the four level course offerings are eligible to take the AutoCAD Certified User Exam.

- **TE150: CAD I Drafting and Design**

CAD I DRAFTING AND DESIGN introduces the student to the equipment, standards and language of the drafting industry. Students will be introduced to basic drawing board procedures and then the computer for drafting and design purposes. The student will become familiar with Windows operating systems, the program itself (AutoCAD), directories, keyboard, disks, menus, files, construction and problem solving. The program is designed to give the students the skills in both drawing board theory and the computer to solve drafting and design related problems and to produce accurate working drawings. Areas of concentration include: single view drawings, geometric constructions, orthographic projection, dimensioning and pictorial drawings. CAD I is a hands on course where class participation plays a major role in evaluation. After introduction to an area of concentration through lecture and demonstration, the student will hone the skill by repeat demonstration on the computer using appropriate procedures and techniques. Drawing projects,

homework, tests/quizzes and class performance are the rubric for evaluation. A final exam in conjunction with the listed evaluation will determine the student's overall grade.

- **TE 250: CAD II Drafting and Design**

CAD II - DRAFTING AND DESIGN enhances the skills learned during the first level and continues the study in the use of the computer with attention to more challenging projects and the fine points of drafting standards. Instruction in: advanced orthographic projection and dimensioning, sectional views, auxiliary views, revolutions, threads and fasteners, developments and intersections, advanced pictorials and an introduction to architectural drafting will be explored. CAD II - DRAFTING AND DESIGN is a hands on course offering where class participation plays a major role in evaluation. After introduction to an area of concentration through lecture and demonstration, the student will hone the skill by repeat demonstration on the computer using appropriate procedures and techniques. Drawing projects, homework, tests/quizzes and class performance are the matrix for evaluation. A final exam in conjunction with the listed evaluation will determine the student's overall grade.

- **TE 350: CAD III Drafting and Design (Architecture and Advanced Technical Design)**

After a brief introduction to architecture in the second level course, the student will enhance skills required to develop and produce a set of working drawings for a single family residential structure. The student will be introduced to the construction industry, building techniques and blue print reading. Development of a set of plans that include: sectional plans, foundation and floor plans, elevations, dimensioning and electrical plans, a plot plan, window and door schedules, perspective rendering and a variety of detail drawings will be completed. The experience will culminate in the construction of a scale model of the students design. CAD III - DRAFTING AND DESIGN - ARCHITECTURE AND ADVANCED TECHNICAL DESIGN is a hands on course offering where class participation plays a major role in evaluation. After introduction to an area of concentration through lecture and demonstration, the student will enhance the skill by repeat demonstration on the computer using appropriate procedures and techniques. Drawing projects, homework, tests/quizzes and class performance are the matrix for evaluation. A final exam in conjunction with the listed evaluation will determine the student's overall grade.

- **TE 450: CAD IV 3D Modeling and Rendering* (TE450A** 2 period option)**

CAD IV introduces the student to the world of 3D modeling/Printing and Rendering. They will learn three dimensional Modeling so they can develop and enhance their drawing and computer skills under supervised independent study in three major areas: machine drafting, architecture and / or design and problem solving. Students will work independently creating primitives and composites, viewing and displaying three dimensional model, model extrusions and revolutions, sweeps and lofts, mesh modeling, advance surface modeling, and Solid modeling. CAD IV – 3D Modeling and Rendering is a hands on course offering 3D-Cad, Sketchup, and MakerBot Software for a wide range of applications such as architectural, interior design, and engineering. This level will help users explore design ideas, visualize concepts, and simulate how designs will perform in the real world. Digital Prototyping tools will help with their experience in 3D designs virtually, before they are built by connecting every phase of the design process through a single digital model to let students test and optimize 3D designs, helping to drive innovation and to achieve higher quality. This is a project based learning environment where projects will be given as assignments in order to fulfill classroom participation.

*Students completing the four level course offerings are eligible to take the AutoCAD Certified User Exam.

AutoCAD CERTIFICATION is an international program that provides reliable validation of knowledge and skills. These credentials can lead to accelerated professional development, improved productivity, and enhance credibility. The AutoCAD Certification include both academic and industry requirements designed to confirm that Autodesk AutoCAD software users have the skills necessary to continue their design careers-whether they attend college, enter the workforce, or work toward additional levels of industry certification. Certification enables drafters to demonstrate professional capabilities and helps employers in identifying quality employees.

**This course is also offered as a two period class to those who qualify and if scheduling permits.

- **TE550: Introduction to Drone Theory & Design**

The Introduction to Drone Theory & Design course is designed for the advanced CAD / Engineering student. This advanced course will cover how to build drones and understand all of the different components that

make it fly. Students will also learn specific skills needed to repair quad copters. Students will learn to apply teamwork and problem-solving techniques to the drone design process and learn about current uses, potential careers, and future needs for drone technology and engineering.

CLOTHING

• HE210: Clothing I

This course is designed as an exploration of the many facets of clothing selection and grooming. The principles of color, line, and design will be introduced and applied. Students will learn hand and machine sewing techniques needed to complete at least two machine projects. The emphasis in this course is the repetition and use of basic sewing skills in the completion of more detailed garments. Techniques and skills new to the students are introduced and applied. The use of the overlock machine (Serger) as well as decorative machine stitching will be included for use during this semester. A unit on fibers and fabric production will be stressed. At least two garment projects will be required.

• HE310: Clothing II

In this advanced course, the basic principles of construction and design are reviewed and applied. Advanced clothing skills, including special seams and seam finishes, are taught and practiced. At least two garment construction projects will be required. This course is designed to provide a survey of good consumerism and decision-making in the selection, purchase, and care of items for the wardrobe. Students must complete at least two garments, the degree of which will be determined after consultation between the teacher and student based upon need, interest, capabilities, and background. Simple pattern alterations will be demonstrated and practiced for later use in projects chosen.

• HE320: Clothing III

The purpose of this course is to teach students the techniques of proper pattern fitting and alterations to give garments a more professional look. Students will apply these techniques by constructing at least two garments. Use of the computer will be introduced during time devoted to the study of various fashion careers. This course is geared to the student who wishes to create garments with the professional look. Projects that combine techniques not used before will be considered appropriate requirements for the course. At least two garments will be required.

• HE-340 Clothing IV

In this advanced course, students will apply skills, methods, and techniques previously learned to produce garments that are high in quality and well-fitting. Fully lined garments and multiple piece outfits will be considered appropriate projects for this course. In this final course, individual design ideas will be transformed into reality. Students will have the opportunity to combine parts of various ready-to-wear patterns into their own basic sample. After making a sample garment, students will make their final project using fabrics of their choice.

HEALTH OCCUPATIONS EDUCATION

Health Occupations Education encompasses those programs which prepare individuals to provide health care -- direct care and/or supportive services -- in a wide variety of settings (hospitals, nursing homes, long term child care facilities, extended care facilities, community agencies, and professional offices). Students are required to write a letter of intent and to be interviewed the instructor prior to acceptance into the course.

• HO310: Allied Health I

Allied Health I centers around the Dynamics of Health Care in Society. It is an orientation to health care and delivery, from an interdisciplinary perspective, with a focus on process skills to include critical thinking, ethical reasoning, effective communication, and self-directed learning abilities. The professional competencies stress application to general issues and topics common to all health care providers. Emphasis is placed on the role of the health care practitioner as both provider and consumer of health care services. This class serves as an orientation to health care and delivery, from an interdisciplinary perspective, with a focus on process skills to include critical thinking, ethical reasoning, effective communication, and self-directed learning abilities. The professional competencies stress application to general issues and topics common to all health care providers. Emphasis is placed on the role of the health care practitioner as both provider and consumer of health care services.

The course provides students opportunities for career and college readiness. Students will begin with education regarding the history of healthcare including inventions and technology. There will also be instruction regarding proper academic writing for healthcare education, which will include practice with APA format. Students will gain a strong knowledge base on the healthcare delivery system, including healthcare agencies and careers. The course will also review ethics, economics, and cultural diversity in healthcare. Infection control and safety will be taught and practiced. Students will learn about workplace safety and the roles and responsibilities of a healthcare worker.

This course also focuses on fundamental knowledge and clinical skills necessary for assistants in various health care areas. These include an understanding of the skills and procedures performed by a certified nursing assistant or physical therapy aide. In addition, the student can obtain a basic understanding of the medical billing process. Students will also learn about preparation for healthcare education, requirements and employability skills in healthcare.

Purpose: To prepare students for either a post-secondary 4-year, 2-year or trade program, emphasizing real world skills, practical knowledge, hands on training and mentoring. Develop critical thinking skills and strategies for solving problems.

Upon completion of this course, the student will be able to:

1. Understand how various health team members function in diverse health care settings to serve the needs of individuals and society as a whole. Demonstrate the characteristics, behaviors, and attitudes of professionals. Clarify and analyze their own values and the values of others.
2. Speak and write clearly, effectively, and forcibly. Detect and circumvent barriers that obstruct interpersonal communication. Communicate effectively with patients, of all ages, from a variety of cultural backgrounds.
3. Demonstrate an understanding of the evolution, nature and complexities of the U.S. health care delivery system. Differentiate among some of the key technical, economic, social moral, legal, and political issues associated with biomedical technologies. Demonstrate an understanding of the complex problems that underlie the escalation of costs for health care in the U.S. and suggest ways of solving them.
4. Analyze current health care policy issues and describe how particular factors and groups affect the formulation of health care policy. Analyze the fundamental questions and implications raised by selected ethical health care issues. Develop satisfactory personal and professional definitions of health, wellness, illness and disease and analyze factors that affect health status.

• **HO410: Allied Health II** (*Note: This course meets for two sequential (2) periods per day)

Allied Health II center on the Introduction to Medical Terminology and is designed to introduce students to a new language of medical terminology, provide exposure to emergency medication, and utilize prior knowledge of healthcare dynamics and apply it to skills and procedures learning. This course is useful in preparing students for allied health careers such as nursing, medical assisting, radiology, health information management, respiratory therapy, physical therapy, occupational therapy, etc. This course is a dual enrollment class with Rutgers School Health Science Program for college credit.

Medical Terminology is the study of words that pertain to body systems, anatomy, physiology, medical processes and procedures and a variety of diseases. It provides specialized language for the health care team, enabling health care workers to communicate in an accurate, articulate and concise manner. This course is designed to give the students a comprehensive knowledge of word construction, definition and use of terms related to all areas of medical science. The course includes but is not limited to terms related to anatomy of the human body, functions of health and disease, and the use of language in diagnosing and treating conditions related to all of the human body systems. Emergency and Clinical Care is also a focus in this course. Students are taught how to respond to emergencies before medical help arrives. The course is designed to give the student the knowledge of how to recognize and respond to an emergency. The intent of the concentration is to help the student feel more confident in his/her ability to act appropriately in the event of an emergency. Students are prepared to 1) obtain a patient medical history, 2) take and record vital signs relative to medical/dental treatment, and 3) acquire cardiopulmonary resuscitation certification/basic life support for medical professionals. The course will also focus on an introductory exposure to clinical assessments and skills related to healthcare careers. Students will participate in simulations requiring healthcare documentation and critical thinking. Students will receive instruction regarding basic first aid and emergency response. Upon successful completion of the course, students will be able to comprehend a medical record report, communicate among medical professionals, participate in assessment and interventions for various healthcare specialties, understand basic first aid and emergency response, and have a high-level understanding of medical terminology.

Upon completion of this course the student will be able to:

1. Understand the necessity of a medical vocabulary. Recognize that medical terms are derived from simpler components. Build medical words from component parts.
2. Understand basic anatomy and physiology. Explain the meaning of word parts associated with each unit. Categorize terms as anatomical, diagnostic, surgical, radiological, pharmacological, or therapeutic.
3. Define all important terms. Accurately spell all medical terms. Correctly pronounce all medical terms. Write meaning of generally accepted abbreviations.
4. Explain basic pharmacology associated with all body systems. Identify and discuss basic pathology associated with all body systems.
5. Perform assessments and implement interventions in healthcare scenarios, document appropriately in a healthcare EHR/EMR and understand its applications.
6. Visualize appropriate first aid and emergency response. Understand the importance of the healthcare provider in acute care. Practice relevant skills related to basic first aid and verbalize appropriate responses to a variety of emergency situations.

College Credit Offered:

Dual Enrollment: Medical Terminology (3 credits) & Emergency and Clinical Care (2 credits) – For each course (2 total), the student will receive a Union High School grade and a Rutgers grade. These are college level courses offered by Rutgers that the students can test into; on completion of the end of year tests Rutgers will give the students college credits if they meet the minimum scores required. The Rutgers grade for Medical Terminology and Emergency and Clinical Care- 100% of Rutgers, SHRP standardized exam grade = Rutgers, SHRP grade listed on transcript. The minimum level of satisfactory performance in this course is a 'C' or better.

Upon successful completion of the course students will be eligible to take two Health Science Careers standardized exams to determine college credit. High school students must attain a C (73) or better on the Medical Terminology & Emergency and Clinical Care course standardized exams to earn college credits. For the classes, the Rutgers grade listed on transcript will be comprised of 100% of the Rutgers, SHRP standardized exam grades. Weighted Average of All Requirements Final Letter Grade 93-100 A, 90-92.9 A, 87-89.9 B+, 83-86.9 B, 80-82.9 B, 77-79.9 C+, 73-76.9 C.

COSMETOLOGY CAREER

Successful completion of this program and the passing of the State Board Practical and Written exams will provide the student with a Professional NJ Cosmetology license. Students are required to go through a selection process to gain acceptance into this program. (see course requirements for details). The cosmetology profession requires the student to successfully demonstrate good ethics and to interrelate in a positive role with other students, the public and the instructor. Students will be observed and reviewed on their code of proper conduct and participation. It is essential that a Cosmetologist possess highly developed interpersonal skills which are crucial for successful employment. Poor participation will not be tolerated and will be documented for consideration to continue in the program.

• **VT334: Cosmetology I** (*Note: This course meets for three (3) sequential periods per day)

This course is for the student who wants to become a licensed Cosmetologist. As per the New Jersey State Board of Cosmetology the student must complete the required 1,000 hour course and be prepared with an average of 75% in both the written and practical part of the curriculum in order to be eligible to take the SPECIAL New Jersey State Licensing Examination before graduating. The curriculum provides sufficient hours within the course for completion. It is **mandatory** to have **excellent attendance** in order to fulfill this requirement. Credit hours will not be given to the student who does not participate in class. This course is designed to introduce the student to the world of Cosmetology and its unlimited opportunities. The following areas will be covered: good grooming and hygiene, positive and reliable work behavior, positive work attitudes, good interpersonal skills, maintaining a professional image, adapting to change, career decisions, labor market information, decontamination and infection control and bacteriology. Techniques studied will include: properties of the scalp and hair, draping, shampooing and rinses, permanent and finger waving, wet and thermal hairstyling, manicuring and pedicuring, nail disorders and diseases, skin disorders and diseases,

basic hair shaping, an understanding of chemical hair relaxing, hair coloring and lightening, removal of superfluous hair, hair pressing, facial massage and make up application. Safety instruction and lab cleanliness will be integrated into the activities along with the correct use of equipment and materials in order to help the student apply safety principles and practices to activities of daily living, both in and out of school, and to help the student to work more efficiently.

- **VT444: Cosmetology II** (*Note: This course meets for three (3) sequential periods per day)

This course follows the Cosmetology I course and provides the student with the remaining hours and course of study required for state licensure. It is designed to give the student a basic understanding of the beneficial effects of electricity and light therapy as used in the beauty salon. The following areas will also be covered: introduction to anatomy, physiology and advanced cosmetics, advanced techniques in permanent waving and hair coloring lightening, introduction to wigs, salon management and an introduction to the history of barbering. Students will have the opportunity of performing chemical treatments and other beauty services to patrons in the "Senior Cosmetology Clinic." This course will also cover the techniques of shaving, the history of barbering and continual hands on practice.

This course will continue to emphasize beauty salon salesmanship and management. All skills will be demonstrated, reviewed and continually practiced in preparation for the Cosmetology State Board Licensing Examination. At the successful completion of this course, students will have the opportunity to take the Cosmetology State Board Licensing exams (practical and written) for certification and licensing as a professional cosmetologist.