



**Huot Career and Technical Center
Program of Studies 2019-2020**

Career and technical education is designed to provide knowledge and technical expertise in various career pathways. It involves the development of an individual's abilities and understanding of attributes that result in future employment or pursuit of post-secondary educational opportunities. All programs articulate with at least one college or professional licensing organization to provide students with the opportunity for advanced placement or dual enrollment. Huot classes can also be used to fulfill academic requirements at the discretion of the sending high school.

Students receive a great deal of laboratory experience in settings that simulate business, industry, and community resources. All Huot classes run 90 minutes per day. Classroom theory and related instruction is provided to enhance learning. There are opportunities for participation in a variety of student leadership groups. Students may also be eligible for and participate in career experiences and internships available within the business community. Honors credits by contract are possible for certain classes at the discretion of the instructor, Huot Director and sending high school.

Priority for enrollment in **level one** programs will be given to 11th and 12th grade students. Sophomores may enroll in certain HTC programs on a space available basis. Entrance to the **level two** of any career and technical education program is competitive and determined by specific criteria available from the career center administration. Males and females are strongly encouraged to explore enrollment in any program of interest.

All students wishing to enroll at the Huot Career and Technical Center must complete an application. Certain programs have specific requirements and age restrictions listed below. All courses and course descriptions in the Program of Studies are subject to annual budget approval, applicable state and local regulation changes and minimum enrollment.

Program Notes and Definitions

- Listed college credit and industry certifications are *potential* outcomes and are not guaranteed
- Times listed are approximate and subject to change
- All offerings are subject to minimum enrollment and budgetary approval
- LRCC, Lakes Region Community College; CMCC, Central Maine Community College; NHTI, New Hampshire Technical Institute; RS, Running Start (transcripted college credit for fee)
- Sophomores may only request Running Start credit on a case-by-case basis at the discretion of the college. Freshmen are not eligible for Running Start credit.
- Running Start and dual enrollment credit is not automatic. Students must register with the college at the start of the semester and fees may apply.

The Laconia School Board and Huot Technical Center do not discriminate in the administration of our educational programs, activities, or employment practices on the basis of race, color, national/ethnic origin, age, gender, religion, disability, sexual orientation, or marital status. This statement is a reflection of the mission of the Laconia School District and refers to, but is not limited to, the provisions of the following laws:

* Title VI and VII of the Civil Rights Act of 1964

* The Age Discrimination in Employment Act of 1967

* Title IX of the Education Amendment of 1972

* Section 504 of the Rehabilitation Act of 1973

* The Americans with Disabilities Act of 1975

* NH Law Against Discrimination (RSA 354-A)

Inquiries regarding discrimination and Laconia School District's compliance with regulations implementing these laws may be directed to: Amy Hinds, Assistant Superintendent, SAU 30, 39 Harvard Street, Laconia, NH 03246, telephone number (603) 524-5710 and ahinds@laconiaschools.org.

Inquiries may also be directed to:

U.S. Department of Education * Office for Civil Rights * 33 Arch Street, Suite 900 * Boston, MA 02110-1491 (617-289-0111) * TTY (877) 521-2172

Equal Employment Opportunity Commission, JFK Federal Building, Room 475, Government Center, Boston, MA 02201 (617-565-3200) **NH Commission for Human Rights** * 2 Chenell Drive * Concord, NH 03301 (603-271-2767)

Rev: July, 2015

Application Process and Required Documentation

Students wishing to enroll at the Huot Career and Technical Center must complete an application. Selection for first year programs is managed by the student's home/sending school based on Huot expectations, regional seat allotments, state regulation and various priority systems that may exist at the home/sending school. Second year application is managed by the Huot Center based on criteria found in our *Student Handbook*.

It is the responsibility of the student's home/sending school to provide the following documentation:

- A completed application for every student
- A copy of any IEP, 504 or medical plans prior to the start of the student's participation in Huot programs. If a student begins classes after the normal start of school, the home/sending school should provide the above mentioned documents within 10 school days.

It is the responsibility of student/parent to complete all required HTC forms including the following:

- Huot medical information and release form
- Huot media release
- Laconia School District internet release form

The Huot Center reserves the right to limit a student's participation in program activities should the above-mentioned documents not be provided in a timely manner.

Academic Credit

Certain Huot courses may be used for academic credit at the discretion of your sending high school. Please see your guidance counselor for a list of courses that may also count as academic (math, social studies, etc...) credit.

Additionally, some level II (second year) courses may be taken for Honors credit with approval of your sending high school and the HTC administration. Honors options require significant additional work and are a year-long commitment. Your instructor will announce this option at the start of the year.

Students should also be aware that the number of credits given vary from school to school. The average is two credits towards high school graduation for a full year course. Students must earn a 65 or better in their course and stay within our attendance limit to earn credit.

Workplace Readiness Focus:

The Huot Center and its industry partners, believe strongly that skills and behaviors such as appropriate communications, collaboration, care and commitment are the most important traits we can instill in our students. As such, the center uses our *College and Career Readiness Standards (CCRS)* to evaluate our students on a regular basis. This rubric score represents a significant portion of a student's quarterly grade. Students will receive classroom instruction, mentoring and role-modeling to help them improve in these important areas.

HTC College, Career and Community Ready!

BEHAVIOR MATRIX and CLASSROOM GRADING RUBRIC – 40% of Quarterly Average



Examples of Desired Attitudes and Traits	Novice: 0 - 1pts <i>I struggle to meet these standards.</i>	Apprentice: 1.5 - 2pts <i>I meet these standards some of the time.</i>	Professional: 2.5 - 3pts <i>I almost always meet these standards.</i>	Master: 3.5 - 4pts <i>I always meet or exceed these standards.</i>
Commitment: I always... <ul style="list-style-type: none"> • Attend classes and complete assignments • Follow through on obligations • Look for solutions • Give 100% 	<ul style="list-style-type: none"> • I often forget/disregard commitments • If something is hard to do, I generally don't do it 	<ul style="list-style-type: none"> • I try to follow through on commitments but could do a better job • I am good at completing tasks that I like or find easy but sometimes give up or put off more difficult assignments 	<ul style="list-style-type: none"> • I rarely miss commitments and always communicate to those affected • I try hard at everything I do and seek out help when confused 	<ul style="list-style-type: none"> • I always follow through on all commitments and I don't get discouraged by setbacks • I always try my hardest at everything I do in all settings • I often seek out opportunities to improve myself and my community
Communication: I always... <ul style="list-style-type: none"> • Stay calm • Listen to others • Check-in with my instructor • Use professional language 	<ul style="list-style-type: none"> • I talk over others and argue • I use profanity • I do not communicate my intentions to others 	<ul style="list-style-type: none"> • I sometimes listen to others but want to get in the last word • I occasionally tell people when I plan to miss school or work, but it is not a priority • Sometimes my language slips 	<ul style="list-style-type: none"> • I truly listen to others • I always use appropriate language in school and work • I always call in when sick to school or work/internship 	<ul style="list-style-type: none"> • I consistently strive to understand the views of others • I always use industry specific terms • I am always respectful in my communication/actions • I make sure everyone is on the same page
Collaboration: I always... <ul style="list-style-type: none"> • Support others who are struggling in and out of school • Fulfill my obligations to team • Show sensitivity to the needs and opinions of others 	<ul style="list-style-type: none"> • I do not participate in group activities • I distract the team by my actions • I struggle to work with others 	<ul style="list-style-type: none"> • I only do my part of the project or I do everything and do not let others take part • I sometimes let down members of my team 	<ul style="list-style-type: none"> • I demonstrate concern for my classmates at all times • I participate fully in group projects • I can work professionally with anyone 	<ul style="list-style-type: none"> • I teach/help others who are struggling in class • I often make personal sacrifices to support the team • I support our team fully while allowing others to participate
Care: I always <ul style="list-style-type: none"> • Follow classroom and safety guidelines • Maintain work area in a professional manner • Report possible safety issues • Strive for A+ work! 	<ul style="list-style-type: none"> • I frequently forget or choose to ignore safety rules • My workspace is often messy and disorganized • I just want to get the assignment done 	<ul style="list-style-type: none"> • I can follow classroom and lab safety rules, but may need reminders • I often forget to put away the materials I have been using • I sometimes do just the minimum work to complete an assignment 	<ul style="list-style-type: none"> • I always follow classroom and lab safety rules • I always put away the materials I have used that day • My work meets expected standards most of the time 	<ul style="list-style-type: none"> • My workspace is always highly organized and ready to go • I always make quality and precision a priority in all my work • I alert my instructor to any possible safety concerns

Automotive Technology I - HTC300

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

In the first year of Automotive Technology at the Huot Technical Center students will be introduced to all systems of modern automobiles. Students will learn the proper safety techniques for working in the shop and how to properly select and use the proper tools for the job. They will also learn the technical skills needed to run an automotive service facility as well as write repair orders and communicate with customers and parts suppliers. Students will then learn the basics of engine repair, electronics, suspension and steering, and hydraulic brakes through their first year. Program time is divided between classroom instruction and actual vehicle repair and simulations.

Special Course Requirements or Prerequisites

- Closed-toed shoes, long pants, safety glasses (one pair provided).

Course Highlights

- Gain hands on experience on modern vehicles.
- Learn new and emerging technology in our NATEF approved program.
- Gain skills that can be used to launch a career or be well on your way when starting at a college.

Automotive Technology II- HTC400

Times Offered: 9:00am - 10:30am

Automotive Technology II at the Huot Technical Center builds on the knowledge gained in the student's first year. The year begins with a recap of tools and safety to make sure the students have the knowledge needed to be safe in an automotive service facility and while working on live vehicles. The students will then explore topics such as engine performance and diagnostics, advanced electronics, drivetrains, manual transmissions, automatic transmissions, and air conditioning diagnostics. Students that have excelled in this year will also be given the opportunity to be sent out on a co-op or internship.

Special Course Requirements or Prerequisites

- Closed toed shoes, long pants, safety glasses (one pair provided)

Credits, Certificates and Credentials

- LRCC - LAUT 1211 *Automotive Systems I* - 3 college credits - RS
- University of Northwestern Ohio - *Automotive Maintenance and Light Repair* - 3 college credits
- CMCC - *Brakes I, Suspensions & Alignment, State Inspection* - Up to 9 college credits
- Student ASE Certifications

Bio-Medical Technology I - HTC380

Times Offered: 12:30pm - 2:00pm

**NH Scholars Eligible*

Bio-medical technology provides students with authentic laboratory experiences to explore careers as a researcher, geneticist, biochemist, epidemiologist, forensic scientist, pharmacist, or doctor among others. The field of biotechnology is the practice of using plants, animals, and microorganisms to create some benefit usually in a medical, health science, or agricultural field. Students learn about DNA and genetics, microbiology, genetic engineering, cellular and molecular biology, biochemistry, and immunology. The use and application of advanced laboratory techniques and equipment that replicate the work being done by biotechnology and pharmaceutical companies around the world will be taught. Suggested foundation courses: Successful completion of Physical Science, Biology and Algebra I.

Special Course Requirements or Prerequisites

- Completion of Biology highly suggested

Course Highlights

- Biotech careers are some of the fastest growing and highest paying in the nation
- Prepare for a variety of career paths ranging from pharmacy and clinical application to research and biomedical design
- Work in cutting edge lab featuring unique tools for biomedical research

Credits, Certificates and Credentials

- Up to 5 credits available through articulation with Plymouth State University

Bio-Medical Technology II - HTC480 (SEMESTER)

Times Offered: 12:30pm -2:00pm.

**NH Scholars Eligible*

Bio-Medical Technology II will encompass independent scientific research, advanced DNA and Protein technologies, and have a significant Lab Manager component. Students will design and present their research and experimentation in the NH Science and Engineering Expo, learn about and participate in advanced DNA and protein technologies lab activities, and assist in all manner of Lab Management, including solution preparation, skill acquisition, inventories, and budgeting. Microbiology and Epidemiology may also be covered, for interested students. This class is co-enrolled with Bio-Medical Technology 1. *This is a one semester course.*

Special Course Requirements or Prerequisites

- Completion of Biology required.

Building Construction I - HTC310

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

The first year of the Building Construction program provides skill training in the area of residential and light commercial building construction. Construction tools and equipment are introduced to practice the many skills that are necessary for the residential construction career fields. Students perform measuring tasks and measurement computations as well as learn and practice safe power and hand tool use. First year students build sawhorses, picnic tables, storage buildings as well as support the second year Building Construction program in some of their school year projects. Curricular components of the program include OSHA 10 training, reading project plans, understanding basic building materials, concrete, and wood framing of floors, walls, and roofs.

Special Course Requirements or Prerequisites

- No open-toe/open-heel footwear, long pants, cold weather/rain gear for inclement weather
- 16 years old or older (required for off-site work)

Course Highlights

- Participate in off-site construction projects
- Regular participation of trade professionals to visit and share with students.

Credits, Certificates and Credentials

- OSHA 10

Building Construction II - HTC410

Times Offered: 9:00am - 10:30am

Second year students continue their experiences in light residential construction by extending their previously learned knowledge towards more challenging aspects of the industry. Students in year two explore new curricular components such as closing-in residential structures, windows and doors, interior finishes, trim, and insulation. Second year students are expected to be prepared with the correct work wear and personal protective equipment as they build projects at off-campus construction sites. Second year students are also expected to create digital portfolios, develop a resume, embark on career exploratory activities such as job shadows and internships, demonstrate strong attendance, and maintain excellent behavior as they represent the program in community projects and activities.

Special Course Requirements or Prerequisites

- No open-toe/open-heel footwear, long pants, cold weather/rain gear for inclement weather
- 16 years old or older
- Successful completion of OSHA-10 during BC-1.

Course Highlights

- Participate in off-site construction projects
- Regular participation of trade professionals to visit and share with students.

Credits, Certificates and Credentials

- CMCC – *Intro to Hand and Power Tool Safety* - 1 Credit
- Vermont Technical College – 3 Credits

Huot Business and Finance Academy

Our Business and Finance Academy is a project-based business program that develops students' understanding and skills in the areas of personal and business finance, business ownership, marketing, management, and operations. These courses are ideal for students wishing to gain exposure to various careers and opportunities in the business and finance segments of the working world. An understanding of the "business of doing business" is practical knowledge you are certain to use in everyday life. Classes can be taken individually and in any order, however, students are strongly encouraged to Personal Finance during their first semester. Students are also encouraged to participate in Future Business Leaders of America (FBLA).

In order to be considered program completers, students must also create and present a formal business plan. This project typically spans all three semesters of enrollment but can be completed on an alternative schedule with approval of the program instructor.

Business I: Personal Finance – HTC330

12:30-2:00pm – Fall/Spring Semester

This course studies the fundamental financial planning procedures and controls for personal finances to include banking, managing assets, credit, insurance needs, budgets, retirement, and estate planning. Students will also be introduced to the concepts of investment as part of the planning procedures, as well as career planning. This course also provides an introduction to the general structures of how businesses work, laws and ethics within the business environment and an overview of the range of careers available within business, finance and management.

Outcomes: Credit, Certificates and Credentials

- *Personal Financial Management* (3 credits LRCC)
- LHS math credit possible

Business II: Accounting and Financial Management – HTC430

10:33-12:03pm – Fall Semester

This course continues the topics introduced in Business I with a focus on financial management. The student will be introduced to the procedures necessary to record, classify and summarize basic business transactions. The course will cover the accounting cycle for service and merchandising sole proprietorships, including preparing worksheets and financial statements. Concepts such as payroll, benefits and human resources will also be addressed. The course will also cover an introduction to QuickBooks accounting software.

Outcomes: Credit, Certificates and Credentials

- *Accounting I* (3 credits LRCC)
- QuickBooks Pro Certification
- LHS math credit possible

Business II: Marketing and Social Media Management – HTC431

10:33-12:03pm – **Spring Semester**

The students in this course will first explore the traditional role of Marketing in business. Basic marketing concepts including the 4P's, Branding, Marketing Communications, developing marketing strategies, creating marketing plans and launching marketing campaigns. Digital Marketing and Social Media Management for Business topics will take the students behind their screen and explore the rapidly evolving and necessary skills for growing a business in the age of social media marketing. Fundamental topics including search engine strategies, pay-per-click and email marketing, social media marketing campaigns, and measuring ROI of online advertising campaigns. Students will learn to recognize the many types of marketing messages bombarding them online as well as how to use those methods as part of a marketing strategy for businesses and non-profit organizations.

Outcomes: Credit, Certificates and Credentials

- BUS2610L - (3 credits LRCC)- *tentative*
- Partner with a local business or non-profit to create a marketing plan

Intro to Computers and Programming - HTC315

Times Offered: 12:30pm - 2:00pm

This course provides an introduction to computers hardware, networking and programming. The introduction to computers portion of the courses covers computer hardware, principles of computer operations, operating systems, representing data digitally, computer algorithms, the World Wide Web and digital security. The introduction to computer networking portion of the course is based on the Cisco Networking for Home and Small Business course. The focus is on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.

The second half of this course provides an introduction to the process of problem solving as it relates to program design and development using industry standard programming languages. The student will learn to use the top down approach to programming as well as learning to use the various techniques and tools which have been developed to aid in the process. The basic programming statement types (sequential, conditional, and iterative) will be covered as the student learns to use them in algorithms.

Special Course Requirements or Prerequisites

- A strong foundation in mathematics is highly suggested

Outcomes: Credits, Certificates and Credentials

- Eligible for 6 credits through LRCC

Website and Web Application Development - HTC316

Times Offered: 9:00am-10:30am

This course offers an introduction to Website Development using tools such as Expression Web and various other software products available. The basics of good page and form design, graphics, mapping, lists and tables will be discussed. An overview of integrating text, video, data, audio, graphics and animation will also be covered.

The second half of this course will teach students the skills necessary to develop and implement web applications. Topics include creating user services, creating and managing components, data manipulation, debugging and security issues.

Special Course Requirements or Prerequisites

- A strong foundation in mathematics is highly suggested

Outcomes: Credits, Certificates and Credentials

- Eligible for 6 credits through LRCC (total of 12 credits available for program completers)

Manufacturing and Engineering Courses

Intro to Engineering Design - HTC385 (Semesters)

Times Offered: 12:30pm - 2:03pm, Fall/Spring

**New Hampshire Scholars Eligible*

Level I students will have the opportunity to design, develop, and gain skills in the development of manufactured products using the latest in solid modeling software and virtual CNC machinery. Students are introduced to the engineering design process, applying math, science, and engineering standards to identify and design solutions to a variety of real-world problems. Students work both individually and as a team to develop and document design solutions using engineering notebooks.

Course Highlights

- Latest 3D Computer Aided Drafting Programs using high powered dual-monitor computer systems
- Technical Sketching, Drawing, and rapid prototyping with a 3D Printer
- Numerous hands-on, self-paced projects and assignments that are connected "Real-World" experiences.

Outcomes: Credits, Certificates and Credentials

- SolidWorks (CSWA-Certified SolidWorks Associate)
- Tooling University - Certificates of Completion
- Additional college credit possible through PLTW agreements at various colleges upon completion of challenge exam. See instructor for details.

Computer Integrated Manufacturing - HTC485

Times Offered: 9:00am - 10:30am

**New Hampshire Scholars Eligible*

Level II students will work with Advanced CNC set-up and operations, Computer Aided Manufacturing (CAM) operations, operational management skills and current manufacturing principles such as Lean production flow and inventory, 5-S workplace organization. Students have the opportunity to receive college credits Project Running Start, and the course articulates with Central Maine Community Colleges. In addition, students can earn industry recognized certifications such as; CSWA-Certified SolidWorks Associate, Solid CAM-Associate Level, MSSC-Certified Production Technician and Tooling University Certificates.

Special Course Requirements or Prerequisites

- Closed toed-foot-ware (no sandals or flip-flops)
- Long pants, or mandatory shop coat usage

Course Highlights

- Students utilize advanced features of SolidWorks CAD software to design a working product and blueprint for manufacturing.
- Students train on the use of computerized machines worth more than \$50,000 each.
- Students train on the use of a computerized laser cutting machine.

Opportunities: Credits, Certificates and Credentials

- SolidWorks (CSWA-Certified SolidWorks Associate) and Solidworks (CSWP- Certified Solidworks Professional)
- Amatrol - Certified Production Technician (140 hours min.)
- Tooling University - Certificates of Completion options
- LRCC – MANF1310L – *Blueprint Reading - 3 college credits RS*
- LRCC – MANF1320L - *Solid Modeling - 3 college credits RS*
- CMCC - PMT111 - *Intro to Lathes and PMT116 - Milling & Grinding - 3 college credits*

Principles of Engineering – HTC415

Times Offered: 10:30am-12:03am

**New Hampshire Scholars Eligible*

Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of materials and structures, automation, and motion. Students develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation. Students develop problem-solving skills using SolidWorks computer aided-drafting software with an emphasis placed upon the concept of developing a 3-D model or solid rendering of an object. State of the art computer hardware and software will be used to emphasize design development processes and computer aided drafting & design.

Special Course Requirements or Prerequisites

- Completion of SolidWorks Certification strongly recommended
- Concurrent enrollment in college-level preparatory mathematics if not already taken.

Course Highlights

- Learn and utilize college and industry level software packages (SolidWorks, Chief Architect, SolidCAM, EasyC)
- Design parts and utilize a 3D printer to make your concepts real.
- Build and program custom robots using VEX Robotics equipment.
- Build, test custom bridges and rocket

Outcomes: Credits, Certificates and Credentials

- CSWA-Certified SolidWorks Associate and CSWP- Certified SolidWorks Professional certifications possible
- Tooling University - Certificates of Completion options from numerous course options.
- LRCC – MANF1310L – *Blueprint Reading - 3 college credits RS*
- LRCC – MANF 1320L - *Solid Modeling - 3 college credits RS*
- Additional college credit possible through PLTW agreements at various colleges upon completion of challenge exam. See instructor for details.

Culinary Arts I - HTC360

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

Students will learn the proper use and maintenance of commercial kitchen equipment that are used in most restaurants. Safety, sanitation, equipment operation, and employability skills is a daily focus. Students with a strong work ethic, problem solving skills and good time management should be able to excel in this program. This program runs a restaurant which is open several days per week catering to staff and students. The expectations are that students will learn how to create, bake, or cook a variety of foods by themselves to a level suitable to sell it to customers.

Special Course Requirements or Prerequisites

- A uniform is required and must be purchased.
- The student must pass a Serv-Safe® certification test during the first quarter in order to work in the kitchen.

Course Highlights

- Prepare and serve food in a working kitchen/restaurant.
- Use cutting edge kitchen equipment.
- Cook, bake and try a variety of foods.

Outcomes: Credits, Certificates and Credentials

- Serv-Safe Food Handler Certificate®

Culinary Arts II - HTC460

Times Offered: 9:00am - 10:30am

Students will continue to use the kitchen equipment to improve their skills. Safety, sanitation, equipment operation, and employability skills are a daily focus. Students will be expected to prep, cook and bake food to be served in the restaurant by the end of class time. Teamwork and individual skills are stressed to prepare students for immediate employment or to seek advanced education at a Culinary Arts School. The units of study for Culinary II are as follows: Safety & Sanitation, Measurements, Basic Baking, Yeast Dough, Breads, Appetizers, Stocks, Sauces, Soups, Meat, Poultry, Menu Planning.

Course Highlights

- You will be cooking, baking and serving for important community events.
- Your kitchen job changes every day.
- Make and bake items that you don't normally do at home.

Outcomes: Credits, Certificates and Credentials

- LRCC - LCUL 1510 - *Culinary Fundamentals* - 3 college credits RS
- LRCC - LHOS 2160 - *Catering* - 1 college credit RS

Digital Media Arts I - HTC390

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

First year students in the Digital Media Arts program will learn basic skills in commercial arts production. Students will begin by learning basic design principles and move on to numerous digital media arts including commercial photography, video production, filmmaking, television, motion graphics and graphic design.

Course Highlights

- Work with the latest industry technology from Adobe, Apple, Broadcast Pix, Nikon and JVC.
- Participate in the weeklong Children's Auction as the live TV production crew.
- Become proficient at image manipulation and video editing using Adobe Photoshop and Apple Final Cut Pro.
- Learn basic motion graphics and special effects using Motion 5 and Adobe After Effects.

Digital Media Arts II - HTC490

Times Offered: 9:00am - 10:30am

Digital Arts II students continue to develop knowledge in the areas of commercial photography, video production as well as graphic and motion graphic design. Students explore options in post-secondary education and in the multimedia career fields. Students have opportunities to fine-tune their skills in the areas of the program that most interests them, as well as preparing a portfolio of their work.

Course Highlights

- Students participate in the Children's Auction as the live TV production crew.
- Explore career and college options.

- Become proficient at image manipulation using Adobe Photoshop and video editing using Apple Final Cut Pro, Adobe Premiere and Apple Motion 5.
- Students are responsible for the production of the Huot Technical Center promotional video.
- Students have the opportunity to produce community based videos and PSAs that are aired on local television.
- Create portfolios and reels

Health Science I - HTC340

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

**NH Scholars Eligible (science)*

Students in Health Science I will explore diversified health occupations, the foundations of healthcare, and basic patient care skills. Theoretical and practical instruction includes learning medical terminology, anatomy and physiology, pathophysiology, and certification in American Heart Association Heart-Saver Cardiopulmonary Resuscitation (CPR) and First Aid. They also learn hands-on skills in the simulated clinical laboratory using equipment designed for scenario-based training for the assessment, management, and care of patients. In addition, they have the opportunity for observation of a variety of health careers in the community.

Course Highlights

- Practice hands-on patient care skills in a simulated clinical setting
- Gain a deeper understanding of health and the human body
- Explore multiple facets of the health care industry

Credits, Certificates and Credentials

- American Heart Association® First Aid certification
- American Heart Association® Heart-Saver Cardiopulmonary Resuscitation (CPR) certification

Students entering Health Science and Technology II/Nursing Assistant Track (HST II/NA) must successfully complete HST I with an '80' or better, have a recommendation from the teacher, pass a pre-assessment test that includes math, writing, and reading skills, and complete an application that includes a statement of interest.

Health Science and Technology II/Nursing Assistant Track - HTC440

Times Offered: 9:00am - 10:30am

**NH Scholars Eligible*

The Huot Career and Technical Center, in partnership with the NH Board of Nursing (BON), offers a training program for Nurse Assistants. Students will gain the skills and knowledge to pursue a career in the nursing profession and may be eligible to sit for their Nurse Assistant licensure at the end of the year. The course includes both classroom study, simulated lab skills and actual work in a long-term care facility. Nursing Assistant (NA) students are required to have 60 classroom instruction hours and 65 clinical hours of work to be eligible to take the State of New Hampshire LNA exam at the end of year the program. Students will acquire the necessary clinical hours by caring for residents using hands-on nursing assistant skills at local healthcare facilities. In addition, students must maintain a '70' or higher average to participate in the clinical portion of the program and to be eligible to take the final licensing exam.

Additional stipulations including drug and criminal background testing and social media usage policies are currently under consideration by the Board of Nursing and will be implemented at HTC if required. In cases where the Board of Nursing policy is stricter than local school district policy the BON policy shall be the guiding factor in decision making.

Program Highlights

- Classroom and clinical instruction of the Nursing Assistant program
- Hands-on resident and patient care skills practiced in local healthcare facilities
- Potential eligibility to take the State of New Hampshire Licensed Nursing Assistant (LNA) exam at the end of the program to obtain an LNA license

Students must meet specific State of New Hampshire Board of Nursing mandated requirements to participate in and complete this program. Additional costs and requirements include:

- A two-step PPD test administered prior to the start of clinical hours
- The purchase of navy blue scrubs and white sneakers or nursing-style shoes
- Criminal background check
- Fingerprinting
- All examination fees
- Notarization of State of New Hampshire application for licensure
- All additional licensure fees

Credits, Certifications and Credentials

- Students are eligible to obtain five college credits through Lakes Region Community College and the Running Start program.
- Opportunity to sit for LNA exam (assuming all afore mentioned criteria are satisfied)

Health Science II: Allied Health Careers - HTC 441

Times Offered: **12:30pm-2:00pm – NEW TIME**

**New Hampshire Scholars Eligible*

Allied Health Careers prepares students for post-secondary study in a variety of health-related career fields. Students will explore, through a series of guided lab activities, careers in dental, veterinary medicine, medical assisting, clinical lab, diagnostic imaging and emergency medicine. Specific units on medical law and ethics, aseptic procedures, medical terminology, Basic Life Support and medical office procedures and are paired with significant opportunities for independent, student specific, independent study.

Students pursuing the Medical Assisting track must meet additional requirements of the clinical site and Huot Center. Space is limited for this option. If interest exceeds capacity of the clinical site the Huot Administration, in consultation with the program instructor and clinical partner, will select the students based on alignment to long-term career goals, demonstrated academic success within Health Science and a personal interview.

Special Course Requirements or Prerequisites

- Open to students who have completed Health Science I

Course Highlights

- Curriculum replicates experiences in a working medical office environment.
- Medical Assisting training and clinical internships with Spears Memorial Hospital (Limited space available. Additional requirements related to immunization and self-transport also apply.)
- High level of customization possible based on student interest.
- Students eligible for 40+ hour field-site experience

Credits, Certificates and Credentials

- Basic Life Support for Health Care Workers
- Opportunity to sit for the National Certification of Clinical Medical Assisting (MA route) exam with the completion of the medical assisting program and 160 hours of clinical internship
- *LRCC - Medical Terminology - 3 college credits - RS*
- *LRCC – Law and Ethics for the Medical Profession - 3 college credits - RS*

Law Enforcement I - HTC370

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

**New Hampshire Scholars Eligible*

Students completing this course will recognize the social and political influences that contribute to law enforcement as a critical partnership between citizens and the justice system. Particular attention will focus on goals, characteristics and culture of policing within the law. Students will learn and have projects dealing with different policing philosophies such as Problem Oriented Policing, Zero Tolerance Policing and Community Policing. Constitutional Law and major United States and New Hampshire Supreme Court cases will be studied and put into real use with mock interrogations, investigations and court cases involving the students. Students will recognize the significant issues involved in policing, including discretion, discrimination, racial profiling, use of force, pursuits, liability, corruption and ethics. Major emphasis will be placed on police investigative and reporting techniques. Students will also have the opportunity to learn and pursue certification in several areas such as CPR, first aid, Incident Command System Certifications, defensive tactics and traffic control. Crime scene processing and DNA collection best practices will also be an integral part of the curriculum.

Special Course Requirements or Prerequisites

- Special release form required for certain field trips and class activities.

Course Highlights

- Crime scene processing
- Mock crime scenes and trials
- Exciting field trips

Outcomes: Credits, Certificates and Credentials

- CPR certification
- Basic First Aid Certification

Law Enforcement II - HTC470

Times Offered: 9:00am - 10:30am

**New Hampshire Scholars Eligible*

Year two students will be expected to participate in an onsite internship at a local law enforcement, corrections or social agency. Each learning experience in the internship will require the students to be active participants, disciplined listeners, critical thinkers as well as effective writers and public speakers. A weekly log will be kept on the internship and an oral presentation will be made at the conclusion in front of the Advisory Board. The year two student will also build on the knowledge that was taught in level one. Advanced crime scene processing, patrol tactics, and advanced levels of Incident Command will be taught. Conflict resolution will be an integral part of year two with role play exercises with actors and students. De-escalate techniques will be stressed. Students will explore use of force situations through simulated scenarios. Self-management, time management, and goal setting will also be integral components of the curriculum.

Course Highlights

- Second year internships
- Advanced crime scene processing
- Multiple certifications in the field

Outcomes: Credits, Certificates and Credentials

- Incident Command Certification
- *Credits available through articulation with New England College via portfolio review*
- *Central Maine Community College- 3 college credits - Dual Enrollment*

Plumbing, Heating and HVAC I - HTC395

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

During the 1st year of this students will learn and demonstrate the basic skills that are essential in the plumbing, heating and HVAC field. Students will have an opportunity to work with a variety of modern tools and materials used by professionals in the field. Students will work with many different materials that are found in both residential and commercial settings. Students will be introduced to the state plumbing code and begin exploring how and why this effects the work we do and how we do it. During the 1st semester students will work toward the OSHA-10 general construction certification. Completion of this certification is a prerequisite to enter Plumbing, Heating and HVAC Technologies II. In the spring students will have the opportunity to work offsite on various Parks and Recreation buildings, as we open them for use in the spring.

Special Course Requirements or Prerequisites

- Boots or other close-toe shoe

Course Highlights

- Hands-on projects, using tools and applying the knowledge learned in class.
- Field Sites, going off school property to work on real jobs.
- Learn skills that will last a lifetime.

Credits, Certificates and Credentials

- OSHA-10 certification
- State of NH Plumbing Apprentice Program- Begin as 2nd year apprentice (Must complete both levels of Plumbing and Heating)

Plumbing, Heating and HVAC II - HTC495

Times Offered: 9:00am - 10:30am

During the Plumbing, Heating and HVAC Technologies II students will continue to add to their knowledge and skills of this diverse field. Students will learn advanced piping techniques for various types of systems. Students will continue to look deeper into the state plumbing code and working more in-depth with blueprints and equipment documents. Students will spend more time working in the field on jobsites installing and maintaining many different types of plumbing and heating systems. In the fall the students will be responsible for winterizing many Parks and Recreation sites, and doing any repairs these facilities require. We will begin to explore different types of heating systems, including oil, propane and natural gas. Students will have the opportunity to work with various types of hydronic heating equipment and pipe in boiler systems. Students will be introduced to the basic HVAC concepts including A/C and refrigeration. Students will learn have the opportunity to work on different types of oil burners, they will learn about the components of the burner and how they work. Students will learn how to install and service various commercial and residential plumbing fixtures.

Special Course Requirements or Prerequisites

- Boots or other close-toe shoe
- Successful completion of OSHA-10 during year 1

Course Highlights

- Working on field sites
- Job Shadow Opportunities
- Spring plumbing competition

Credits, Certificates and Credentials

- State of NH Plumbing Apprenticeship Program: Begin Apprenticeship as 2nd year apprentice
- *Manchester Community College - HVAC101 - 3 college credits – Articulation*

Teacher Prep I - HTC350

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

**NH Scholars Eligible*

Education is a field for men and women which has a wide range of environments, learning and career opportunities. Teacher Prep I (formerly called Careers in Education) is designed to prepare high school students for post-secondary experiences and a career in the field of education. Whether you are interested in becoming a teacher, child psychologist, social worker, child advocate, para-educator, counselor, speech or occupational therapist, early intervention specialist, before/after school programming or any other child centered profession; you will be able to explore careers which support children's healthy and safe development. Teacher Prep I introduces child growth and development; health, safety and nutrition; instructional practices; developmentally appropriate practice; classroom management; psychology and theories of development; guidance and discipline techniques. Students divide their time between classroom instruction (theory) and student teaching (applied learning) in the on-site Huot Child Development Center. The nature of this course requires students to be responsible, self-directed, mature, have an excellent attendance record and have a strong desire to pursue a career in making a difference in children's lives.

Special Course Requirements or Prerequisites

- Professional dress is required for internship placement.

Course Highlights

- Working directly with children to enhance skills and apply learning is a privilege.
- Hands-on practical experiences reinforce classroom learning.
- Community partners, guest speakers and field trips complement the learning experience.

Outcomes: Credits, Certificates and Credentials

- American Heart Association - CPR, First Aid, AED Certification
- *NHTI – Foundations of Education – 3 credits*

Teacher Prep II - HTC450

Times Offered: 9:00am - 10:30am

**New Hampshire Scholars Eligible*

Students entering Teacher Prep II are expected to have mastered or be proficient in the educational skills and competencies learned in Careers in Education I and passed with a "C+" or better grade plus have excellent attendance. Students divide their time between classroom instruction, student teaching in the laboratory preschool, and participation in internships. Students are encouraged to intern two days per week for approximately 15 weeks in elementary, middle, high schools or other educational programs. Teacher Prep II includes: Professional Growth, Career Development, Field Trips, Leadership, Assessment and Reflection, Responsive Classroom, Collaboration, Curriculum Development and Best Practice, Special Education, as well as continuation of theory and applied learning from the first year. An extensive Career Portfolio is completed and serves as a gateway for employment. Up to 11 college credits are offered to students maintaining a B or better average and successful completion of the Accu-Placer Writing exam for a nominal fee. Articulation is also available through the Lakes Region Community College and NHTI

Special Course Requirements or Prerequisites

- Professional dress is required for internship placement.

Course Highlights

- Internships at local schools or social service agencies
- Learn how to plan and implement a lesson plan in a real-world situation
- Teamwork, leadership skills, collaboration and self-management are practiced and lifelong friendships are made with students and staff from across the Lakes Region.

Outcomes: Credits, Certificates and Credentials

- *NHTI – Intro to Exceptionalities – 3 credits*