

VOCATIONAL/TECHNICAL EDUCATION

8207310 **INTRODUCTION TO INFORMATION TECHNOLOGY** **Grade 9** **1 credit**

This course is designed to provide an introduction to information technology concepts and careers as well as the impact information technology adds on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic web commands and design; and emerging technologies. After successful completion of Introduction to Information Technology, students will have met Occupational Completion Point.

8400320 **MEDICAL SKILLS AND SERVICES** **Grades 9-10** **1/2 credit**

The purpose of this course is to provide students with practical generic skills in health occupations which, though applicable to some health occupations, are not designed to prepare students for entry into a specific occupation. This course is designed to be a balanced study of theory and hands-on skills to help enable the student to decide if they would like to pursue a career in the exciting field of health care. They will learn about a variety of different, challenging careers such as medicine, nursing, physical therapy, and sports medicine to name a few. Job skills are also acquired in these courses as the student learns hands-on skills such as taking blood pressures and range-of-motion exercises. **STUDENTS WHO FIND THIS COURSE INTERESTING AND EXCITING ARE ENCOURAGED TO TAKE HEALTH SCIENCE I (a basic anatomy course) AND HEALTH SCIENCE II (a more advanced course which includes CPR and first aid training)at Charlotte Technical Center.** Orientation to Health Occupations is the initial step to complete health-related programs at CTC which may lead to science credit, college credit, and scholarships in addition to the career skills that are learned.

9100110 **ORIENTATION TO CAREER & TECHNICAL (ORIENTATION TO EDUCATION)** **Grade 9**
1 credit

This is an introductory course to students who believe they may be interested in pursuing a career in the field of education from kindergarten through the twelfth grade.

8909010 **TEACHER PREPARATION I** **Grades 10-11** **1 credit**

This is an introductory course to students who believe they may be interested in pursuing a career in the field of education from kindergarten through the twelfth grade. This course is designed to develop competencies related to the role, regulations, and career path of teacher aides and teachers; the role of education; leadership and community service activities; interpersonal and communication skills; and educational-support tasks. This course may involve interning at local elementary and middle schools. Students are required to provide their own transportation within School Board guidelines. *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8909020 **TEACHER PREPARATION II** **Grades 10-12** **1 credit**

Prerequisite: Successful completion of Teacher Preparation I with at least a "C" or higher. May be taken simultaneously with Teacher Preparation I or III with instructor or administrative approval.

This course is designed to develop competencies in the operation of audiovisual equipment; job-related math skills; test administration and grading; job-related computer applications; visual-aids preparation; the supervision of student health

and safety; and the reporting of child abuse and drug abuse. It also requires a teaching practicum experience that involves direct student contact. *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8909030 **TEACHER PREPARATION III** **Grades 10-12** **1 credit**
Prerequisite: Successful completion of Teacher Preparation II with at least a "C" or higher. May be taken simultaneously with Teacher Preparation II with instructor or administrative approval.

This course is designed to develop competencies related to supporting the learning activities of students, establishing and maintaining appropriate student behaviors, and supporting employability skills and entrepreneurship. It also requires the completion of the teaching practicum experience that involves direct contact with students. *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8909040 **TEACHER PREPARATION IV** **Grades 10-12** **1 credit**
Prerequisite: Successful completion of Teacher Preparation III with at least a "C" or higher. May be taken simultaneously with Teacher Preparation III with instructor or administrative approval.

8209510 – 8209560 **DIGITAL DESIGN 1-6** **Grades 9-12** **1 credit**
Beginning in the 2011-2012 school year, first year students in the Digital Design course sequence will initiate with 8209510. Students enrolled in the "PROMO" tracks are completing as such for Gold Seal eligibility only!

8217110 **CUSTOM PROMOTIONAL LAYOUT DESIGN I** **Grades 9-12** **1 credit**
(PROMO CUSTOM DIG 1)

This course is designed to develop basic entry-level skills required for careers in the custom imprinted merchandise industry. The content includes computer skills, layout, design, measurement activities, decision making activities, digital imaging, sublimation activities, digital embroidery activities, digital precision cutting activities, direct to garment printing activities, and sign making activities. After successful completion of Custom Promotional Layout Design students will be able to perform basic design and layout in predictable situations.
Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.

8217120 **PROMOTIONAL DESIGN MANAGEMENT** **Grades 10 - 12** **1 credit**
(PROMO CUSTOM DIG 2)
Prerequisite: Successful completion of Promo Custom Dig 1)

This course is designed to develop organizational skills needed for the imprinted merchandise industry. The content includes entrepreneur concepts, basic supervision and management activities, portfolio development activities, and workforce development skills evaluation activities. After successful completion of Promotional Design Management the student will be able to manage small production runs of imprinted merchandise in unpredictable situations. *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8217130 **CUSTOM PROMOTIONAL SALES & DISTRIBUTION** **Grades 10 - 12** **1 credit**
(PROMO CUSTOM DIG 3)
Prerequisite: Successful completion of Promo Custom Dig 2)

This course is designed to develop mid-level management skills required in the imprinted merchandise industry. The content includes real world production schedules for single lines of merchandise, management of production equipment, customer relations, and sales of imprinted merchandise and delivery of the product. This course is designed to be done in a real production environment through placement in a school-based imprinted merchandise enterprise or industry internship placement. After successful completion of Custom Promotional Sales and Distribution the student will be able to manage a

production line from customer product design through delivery of final product. *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8217140 **PROMOTIONAL BUSINESS MNG & SUPERVISION 1** **Grades 10-12** **1 credit**
(PROMO CUSTOM DIG 4)

Prerequisite: Successful completion of Promo Custom Dig 3)

This course is designed to develop entry-level skills required in management and supervision in the imprinted merchandise industry. The content includes activities in equipment operation and maintenance, small business development, market evaluation, and economic effects on small businesses in the United States. After successful completion of Promotional Business Management and Supervision 1 students will be able to organize a small business in the imprinted merchandise industry. *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8217150 **PROMOTIONAL BUSINESS MNG & SUPERVISION 2** **Grades 10-12** **1 credit**
(PROMO CUSTOM DIG 5)

Prerequisite: Successful completion of Promo Custom Dig 4)

This course is designed to develop advanced skills required in management and supervision in the imprinted merchandise industry. The content includes development of a formal business plan for a small business. *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8600810 **DRAFTING/ILLUSTRATIVE DESIGN TECHNOLOGY I** **Grades 9 - 11** **1 credit**

Prerequisite: Students should have earned a "C" or higher in math. This program is recommended for students planning to pursue the fields of engineering or architecture.

The purpose of this program is to provide students with a foundation of knowledge and experience about modern industry, technology, and their societal context, and specifically, to provide the ability to apply the concepts and skills related to the technology of drafting. Students use the AUTOCAD computer programs and BAK drafting equipment techniques. **Recommended continuation of study at Vo-Tech.** *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8600820 **DRAFTING/ILLUSTRATIVE DESIGN TECHNOLOGY II** **Grades 10 - 11** **1 credit**

Prerequisite: Students should have earned a "C" or higher in Drafting/Illustrative Design Technology I. This program is recommended for students planning to pursue the fields of engineering or architecture.

The purpose of this program is to provide students with an intermediate knowledge and experience about modern industry, technology, and their societal context, and specifically, to provide the ability to apply the concepts and skills related to the technology of drafting. Students use the AUTOCAD computer programs and BAK drafting equipment techniques. **Recommended continuation of study at Vo-Tech.** *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8600830 **DRAFTING/ILLUSTRATIVE DESIGN TECHNOLOGY III** **Grades 11 - 12** **1 credit**

Prerequisite: Students should have earned a "C" or higher in Drafting/Illustrative Design Technology II. This program is recommended for students planning to pursue the fields of engineering or architecture.

The purpose of this program is to provide students with an intermediate knowledge and experience about modern industry, technology, and their societal context, and specifically, to provide the ability to apply the concepts and skills related to the technology of drafting. Students use the AUTOCAD computer programs and BAK drafting equipment techniques. **Recommended continuation of study at Vo-Tech.** *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8515210 **CULINARY OPERATIONS I** **Grades 9 - 12** **1 credit**

This course was developed as part of a three-credit core. Students will develop competence in career and job opportunities; basic food skills; personal productivity; safe, secure and sanitary work procedures; operational systems; recipes; commercial tools and equipment; principles of nutrition; front-of-the-house duties; back-of-the-house duties; food and beverage preparation.

8303010 **DIVISIFIED CAREER TECHNOLOGY PRINCIPLES** **Grades 10 - 12** **1 credit**

This course is designed to enable each student to demonstrate employability skills; environmental, health, and safety skill, professional, legal, and ethical responsibilities; financial skills; leadership skills; communication skills; human resources and labor skills; American's economic principles; entrepreneurship principles; relate planning methods to life and career goals; and use of industry/technology principles in the workplace.

8300410 **DIVERSIFIED CAREER TECHNOLOGY-ON JOB TRAINING** **Grades 11 - 12** **multiple credits**

This course is designed to enable each student to demonstrate competencies in a specific career and to demonstrate legal and ethical behavior within the role and scope of job responsibilities through a realistic, on-the-job training experience. An individualized training plan is developed and utilized to ensure that training is provided which will develop the necessary competencies/skills in order for the student to become competent in the occupation for which he/she is being trained. The training plan is the "curriculum" for the on-the-job training and the time card is the attendance record.

0500300 **EXECUTIVE INTERNSHIP I** **Grades 11-12** **1 credit**
Prerequisite: Coordinator's approval.

The internship experience helps students see how school courses are relevant in the world of work. Participating sponsors transform their business establishments into real life learning laboratories. The internship program is offered to students who have successfully completed an application, participated in an interview process, have a good attendance record, and who demonstrate appropriate employability skills. Available intern slots are provided by local business establishments and may be limited.

0500310 **EXECUTIVE INTERNSHIP II** **Grades 11-12** **1 credit**

The purpose of this course is to supplement the existing curriculum by providing community internships. Students apply textbook learning, leadership skills, and understanding in challenging and creative professional areas.

0500320 **EXECUTIVE INTERNSHIP III** **Grades 11-12** **1 credit**

The purpose of this course is to further refine and apply technical skills and competencies for leadership within specific professional areas.

0500330 **EXECUTIVE INTERNSHIP IV** **Grades 11-12** **1 credit**

The purpose of this course is to continue to provide students with an opportunity to apply technical skills and competencies to real-life career processes and settings.

8300420 **COOPERATIVE DIVERSIFIED EDUCATION (CDE)** **Grades 11-12**
Prerequisite: Coordinator's approval. **multiple credits**

The purpose of this program is to provide students with competencies developed through paid supervised on-the-job training related to instruction in job preparatory programs. Job related classroom

instruction must have been provided in the job preparatory program for a minimum of one semester prior to enrollment in CDE or the student must be presently enrolled in a job preparatory program.

8600580 **AEROSPACE TECHNOLOGIES I** **Grades 9-11** **1 credit**
Prerequisite: 2.5 or greater GPA; 2.0 accepted with CTC/ERAU approval. Serves as a fine arts graduation requirement. Offers honors weighted credit.

This course is an articulated course which means that once a student successfully completes the course, the credit is placed on an Embry-Riddle Aeronautical University transcript.

0500370 **OFFICE ASSISTANT** **Grade 12**
community service

The opportunity to be an office assistant at Port Charlotte High School is a privilege. Students who become assistants must meet the following requirements: parent signature, teacher recommendations (2), a weighted GPA of 2.5 or higher, less than 5 absences per semester, and no disciplinary record. Students will be assigned to one of the following locations:

- Front Office, Student Office, Guidance Office, Dean's Office, Library

8772110 **TELEVISION PRODUCTIONS I** **Grades 9-11** **1**
credit

This course provides opportunities for students to develop skills in the history of television, basic camcorder operation, post-production skills in graphics, audio, and the principles of editing. Students will storyboard and write scripts for their productions. Students will be introduced to basic studio operations to include camera movement commands and skills in directing productions. Projects will include the production of various television formats to include commercials, news formats, and music videos. After completion of the course students will be able to exhibit a basic knowledge of the operation of a television, the history of television, operation of a camcorder, develop and bring to completion story ideas that include graphics, scripting and basic editing. *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8772120 **TELEVISION PRODUCTIONS II** **Grades 10-12** **1**
credit

Prerequisite: Successful completion of Television Productions I

This course builds on the skills learned in the Television Production I. These skills will be used to produce programs for cable access and rebroadcast in the school. Heavy emphasis will be placed on making production deadlines. The course will begin to develop specialized skills as camera operator, editor, anchor, and graphics. These skills will be used to reproduce, script and bring to final edited form news stories. Teamwork and interpersonal skills will be honed in order to meet deadlines and deal with the pressure of a daily broadcast. Projects may include a biweekly cable show, and a daily closed circuit broadcast to the school. After completion of this course, students will be able to form career decision in the broadcast industry. *Completion of all three courses in this cluster may lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8772130 **TELEVISION PRODUCTIONS III** **Grades 11-12** **1**
credit

Prerequisite: Successful completion of Television Productions II

This course requires that students produce video programs with minimal supervision. Students must possess writing skills and word-processing skills. Skills in editing will be refined through the introduction of Final Cut Pro as the primary editing platform. Programs will be developed using skills learned in Television Productions I and II with a heavy emphasis on the creative and collaborative process. Students will produce instructional material for other disciplines such as student plays, concerts and sporting events. Projects may require off campus and after hours travel. Projects may include a

biweekly cable show, and features on the daily closed circuit broadcast to the school. *Completion of all three courses in this cluster **may** lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*

8772140

TELEVISION PRODUCTIONS IV

Grade 12

1

credit

Prerequisite: Successful completion of Television Productions III

This course requires that students to demonstrate the correct use of basic equipment used in television production. The students will perform character generator and special effects generator functions in studio production. *Completion of all three courses in this cluster **may** lead to a Gold Seal Scholarship, college credit, and other college scholarship and employment opportunities.*