

COBRE HIGH SCHOOL



2014-2015

PUBLIC NOTIFICATION LETTER
OF VOCATIONAL (CAREER-
TECHNICAL) COURSE
OFFERINGS

Dear Students and Parents:

Cobre High School prides itself on offering quality vocational programs to prepare diverse students for 21st century career opportunities. We, as the vocational staff, encourage all students to take advantage of these course offerings many of which lead to higher-level certifications during their time here at Cobre High School.

Sincerely,
Cobre High Vocational Staff

Nondiscrimination Statement:

Cobre High School does not discriminate against any student based on race, color, religion, age (Age Discrimination Act of 1975), sex, handicap, national origin, ancestry, physical disability, marital status, sexual orientation or political affiliation in its programs and activities and provides equal access to the Boy Scouts (Boys Scouts of America Equal Access Act) and other designated youth groups. The school and the school district promote the principle of equal educational opportunities for ALL students. All vocational (career-technical) education course offerings, materials, and activities are free from discrimination on the basis of race, color, national origin, sex or handicap. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Frank Quarrell
Cobre High School
1300 Tom Foy Blvd.
Bayard, NM 88023
(575) 537-4020 EXT. 1201

(

Admission Requirement Statement:

All Cobre High School vocational (career-technical) educational course offerings are open to ALL students. All students are encouraged to participate fully in the vocational (career-technical) course offerings of their choosing. Prerequisites for advanced classes may apply.

Grievance Procedure Statement:

Any student, or any individual or group acting on behalf of a student (male or female) may file any grievance of sex discrimination or sexual harassment with the Title IX Coordinator. Any student, or any individual or group acting on behalf of a handicapped student may file any grievance of discrimination on the basis of a physical or mental handicap with the Section 504 Coordinator. Further information on the grievance procedure can be obtained by contacting either of the coordinators listed below.

Title IX Coordinator
Dr. Jose Carrillo
Cobre Consolidated Administration BLDG.
900 A Central Avenue
Bayard, NM 88023
(575) 537-4010 EXT. 1102

504 Coordinator
Cheryl Holland
Bayard Elementary School
100 Park Street
Bayard, NM 88023
(575) 537-4040 EXT. 1426

Summary of Vocational (Career Technical) Course Offerings:

Cobre High School has initiated a vocational (career technical) class that is required during the 10th grade/Sophomore Year. This course is the combined *Business Computer Office Suite/ *Student Success Seminar below for one credit. These courses meet the state of New Mexico's Concurrent/Dual Enrollment Graduation Requirement.

***Computer Literacy/General Computer Applications - 903024 - (Non-Honors - ½ Credit) - [General Computer Applications]** – First Semester: Microsoft Word, Microsoft PowerPoint. Microsoft Excel and Microsoft Access will be the emphasis of the course. This is a concurrent class through WNMU. Grading must be in accordance with WNMU Policy.

***College Student Success Seminar – 08904 – (Non – Honors – ½ Credit) – [College Student Success]** – Second Semester: This course is also designed to provide students with tools, techniques, and resources to enhance academic performance and persistence. Course will help prepare students for national standardized tests such as the PSAT, SAT, and ACT, as well as the required New Mexico Standardized Based Assessment.

Keyboarding - 402044 – (Non-Honors - 1 Credit) – [Keyboarding]/Communication Skills/Career Education (Grade 9 – 12) – 10744 – (Non-Honors – 1 Credit) – Courses provide an introduction to the keyboard (letter, numbers, and symbols), basic machine operation, and proper keyboarding technique.

Business Computer Applications - 03034 – (Non-Honors - 1 Credit) – [Business Computer Applications] – This is an advanced course incorporating advanced concepts in Microsoft Suite. Student will be introduced to advanced concepts in MS Word, Power Point and ACCESS. This is a concurrent class through WNMU. Grading must be in accordance with WNMU Policy. Students will have the opportunity to take the MOS certification test after completing each software application. Cost of test is \$100.00. Pre-requisite: Keyboarding

Path Way for Microsoft Certification – Classes for Microsoft Certification begin with Microsoft Word, then Microsoft Power Point, and finally Microsoft Excel. These are done within a one year program of Business Computer Applications. Pre-requisite: General Computer Applications/Computer Literacy or teacher approval.

Microsoft Word – Students will take the class and upon completion may take the certification exam. Students will gain the basic knowledge in using Microsoft Word. Cost of exam is \$100.00.

Microsoft Power Point – Students will take the class and upon completion may take the certification exam. Students will gain the basic knowledge in using Microsoft Power Point. Cost of exam is \$100.00.

Microsoft Excel – Students will take the class and upon completion may take the certification exam. Students will gain the basic knowledge in using Microsoft Excel. Cost of exam is \$100.00.

Data Management - 402064 – (Non-Honors - 1 Credit) – [Data Management – Basic Accounting] – This course provides a basic understanding of the procedures involved in recording personal financial transactions as well as transactions typically undertaken by small businesses.

Accounting – 602074 - (Non-Honors – 1 Credit) – [Accounting] – This course introduces and then expands upon the fundamental accounting procedures used in small businesses. Pre-requisite: Data Management

Business Work Site – 402977 – (Non-Honors - 1 Credit) – [Work Experience] – Course work experience is gained within the business field. The student, teacher, and employer will set goals cooperatively: classroom attendance, related training experience, and related course work are an integral part of the Business –OJT Experience - Course may also include work-study, internships, school based enterprises, service learning, mentor programs, or job shadowing experiences. **Pre-requisite: Keyboarding, Interview with instructors, Must be a junior or senior in good standing.**

Computer Graphics - 403154 – (Non-Honors 1 Credit) – [Computer Graphics] – This course provides students with the opportunity to explore the capability of the computer to produce visual imagery and to apply graphic techniques to various fields, such as advertising, TV/Video, and architecture. This is a concurrent class through WNMU. Grading must be in accordance with WNMU Policy. **Computer Graphics encompasses the entire beginning course offerings toward completion of WNMU courses. Below is a breakdown of courses that are covered through Computer Graphics.** **Pre-requisite: Keyboarding**

Adobe Photoshop CS5 – Students will take the class and upon completion may take the certification exam. Students will cover the basics and advance techniques in Adobe Photoshop. Cost of exam is \$135.00.

Adobe Illustrator CS5 - Students will take the class and upon completion may take the certification exam. Students will cover the basic and advance technique in Illustrator. Cost of exam is \$135.00.

Adobe After Effects CS5 – Students will take the class and upon completion may take the certification exam. Students will cover the basics of animating motion graphics and customizing effects and provides countless tips and techniques to help you become more productive with the program. Cost of exam is \$135.00.

Final Cut Pro CS5 – Students will take the class and upon completion may take the certification exam. Students will cover the basic video editing techniques and go through Final Cut Pro’s powerful advanced features which cover aspects of video editing and finishing, using actual broadcast footage. Cost of exam is \$135.00.

Computer Technology/Applied Technology - Student’s must consult with the Counselor or Computer Technology Instructor for eligibility and registration at WNMU. Students will be given the option to take a certification test for Photoshop, After Effects, Illustrator at a cost of \$75.00 or current test price per each individual test.

Basic Foods – 05034 – (Non-Honors – 1 Credit) – This course is an introduction to food preparation. Basic nutrition, meal planning, etiquette, and cooking principles will be stressed. This course is a Pre-requisite for Advanced Foods and Pro Start I. **There is a \$ 10.00 lab fee for this class**

Advanced Foods – 05124 – (Non-Honors 1 Credit) – Advanced Foods - Students will apply menu selection, culinary nutrition, and menu designs to creating weekly menus for catering or other entrepreneurship projects.

Culinary Arts-- 05087-- (Non-Honors - 1 Credit) – This course will provide students with work-based learning experiences and activities connecting the class with food preparation careers and employment opportunities. Students will experience hands on training. Students will develop a site-based catering service. Pre-requisite Basic Foods. **There is a \$10.00 lab fee for this class.**

FCCLA/Leadership Class – 05317 – (Non-Honors/Communication - 1 Credit) – This course is designed to provide leadership development. Students will be required to join FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA and to compete at the district level STAR (Students Taking Action with Recognition) events. NMAA eligibility is required for competitions.

Clothing – 05064 – (Non-Honors - 1 Credit) – Course introduces and expands upon the various aspects of wearing apparel, sewing, and fashion. Related topics such as fashion design and/or merchandising, careers in the clothing industry, and craft sewing may be part of the course.

Child Development – 05054 – (Non-Honors - 1 Credit) – [Child Development/Parenting]

This course is for any student interested in children and families. It is the first course in a series for those who are considering the possibility of a career in education, counseling, medicine, childcare, or any field dealing with children.

Childcare Professional – 05194 – (Non-Honors - 1 Credit) – [Child Care] – This course is the second in a series for those considering a career as a childcare worker, early childhood educator, or elementary school teacher. Those considering a career in special education, speech-language pathology, social work, pediatrics, physical therapy, counseling, or any field which may require contact with children should also seriously consider this course for a foundation and practical experience in working with children. **ALL STUDENTS ENROLLED MUST HAVE PASSED CHILD DEVELOPMENT WITH A “C” OR BETTER.**

Day Care – 408214 – (Non-Honors - 1 Credit) – [Teacher Aide] – Students assist in Cobre’s on-site day care, which is open for children of staff, community members, and teen parents. This course gives students the opportunity to have direct contact with children under the direction of the childcare staff. **Enrollment is limited to 2 students per class period.**

***WNMU COURSE REQUIREMENTS – Student’s enrolled in Day Care at Cobre High School, can receive credit concurrently with WNMU for Early Childhood Internship. Students can also continue enrollment in classes to continue the Early Childhood Program. Students that are interested in this program should consult with the Cobre High School Day Care Director or the Guidance Counselor. Students must consult with the Counselor for eligibility and registration at WNMU.**

General Drafting – 07024 – (Non-Honors 1 Credit) – [Drafting—General] – This course presents to the student the use and care of basic drafting equipment. Traditional drafting methods will be used to develop technical drawings, using the recommended lines and symbols of the American National Standards Institute (ANSI). **FEE: \$15.00 materials fee.**

Introduction to AutoCAD – 07074 – (Non-Honors - 1 Credit) – [CAD Design and Software]

This course is designed to provide students with a step-by-step use of AutoCAD commands. An in-depth formal explanation will be given to the students of how and why commands function as they do. **Pre-requisites: General Drafting. FEE: \$15.00 materials fee.**

Introduction to Architectural AutoCAD – 07034 – (Non-Honors - 1 Credit) – [Drafting—Architectural] – This course is designed to provide students with the basic information necessary for planning, drawing, and designing various types of dwellings. Basic instruction using traditional as well

as computer-based methods will be used. **Pre-requisite: Introduction to AutoCAD. FEE: \$15.00 materials fee.**

Introduction to Mechanical AutoCAD – 07064 – (Non-Honors - 1 Credit) – [Drafting—Technical/Mechanical] – This course is designed to provide students with computer-based methods of mechanical AutoCAD. Pre-requisite: Introduction to AutoCAD. FEE: \$15.00 materials fee.

3-D AutoCAD – 07954 – (Non-Honors - 1 Credit) – [Drafting – Related Subjects] – This course will provide students with the basic techniques to constructing three-dimensional objects. **Pre-requisite: Introduction to AutoCAD. FEE: \$15.00 materials fee.**

Introduction to Wood Technology – 04174 – [Woodworking]/Communication Skills/Career Education (Grade 9 – 12) – 10744 – (Non-Honors – 1 Credit) – This course is designed to provide the student with formal instruction and laboratory experiences in the wood technology field. **This course requires a \$15.00 materials fee.**

Introduction to Residential Carpentry – 04144 – (Non-Honors - 1 Credit) – [Carpentry]
This course will provide the student with theory and laboratory experiences in site preparation, foundations, and residential house framing. **Pre-requisite: Introduction to wood technology. FEE: \$15.00 materials fee.**

Introduction to Residential Finish Carpentry – 04164 – (Non-Honors - 1 Credit) – [Particular Topics in Carpentry] – This course will provide theory and laboratory instruction for the student in the interior finish of the residential home. Emphasis will be placed on insulation, drywall, flooring and cabinet making. **Pre-requisite: Introduction to wood technology. FEE: \$15.00 materials fee.**

Advanced Residential Carpentry – 04184 – (Non-Honors - 1 Credit) – [Cabinetmaking]
This course is designed to provide the student with theory and laboratory instruction in more advanced techniques of residential carpentry. Emphasis will be placed in cabinet built-ins, basic furniture construction and masonry. **Pre-requisite: Introduction to residential finish carpentry. FEE: \$15.00 materials fee.**

Construction – 04024 – (Non-Honors - 1 Credit) – [Construction] – This class is designed to teach students the general construction procedures in residential building, remodeling and additions. We use up to date materials and processes to include blueprint reading. **Pre-requisite: Introduction to woodworking / Mechanical Drawing. FEE: \$15.00 materials fee.**

Welding 1 – 2414 – (Non-Honors – 1 Credit) – [Welding I] – Course introduces students to the properties, uses, and applications of various metals. **FEE: \$15.00 materials fee.**

Welding 2 – 2416 – (Non-Honors – 1 Credit) – [Welding II] – This is a second sequential course in a welding program of study meant to take a student into higher level knowledge and skill development. **FEE: \$15.00 materials fee.**

Introduction to Automobiles – 09014 -- (Non-Honors – 1 Credit) - [Introduction to Automobiles] – Primarily is a personal automobile technician course, but is also designed for students exploring future careers in automotive technologies. Introduction to automobiles, offers an introduction to the various mechanical systems in automobiles and basic experience in maintenance tasks. The course may also cover career opportunities in the auto and/ or transportation field. **A \$15.00 fee materials fee is required. This course must be taken prior to taking other automotive classes.**

Introduction to Transportation – 09114 – (Non-Honors - 1 Credit) – [Introduction to Transportation] – Course introduces the principles underlying various kinds of technicians (aircraft,

auto, diesel, and marine) and how energy is converted, transmitted, and controlled. The courses also provide information on career opportunities within the field of mechanics and/or transportation. Students learn employability skills, use of tools, and safety.

Small Engine Mechanics – 09184 – (Non-Honors - 1 Credit) – [Small Engine Mechanics]

Course provides students with the opportunity to learn to service and recondition small engines. Applications may include lawn mowers, tractors, tillers, power tools, and so on.

Automotive Service – 09149 – (Non-Honors - 1 Credit) – [Automotive Service] – This course emphasizes preventative auto maintenance and automobile troubleshooting. **Pre-requisite: Introduction to Automobiles or demonstrated knowledge of mechanics.**

CONCURRENT WNMU CAREER/TECHNICAL COURSES

Below is some of the additional course offerings based on previous enrollments at WNMU. Students are encouraged to view the WNMU Course listing on their Class Schedule Booklet, or the WNMU website, for possible course options. Students must meet eligibility requirements based on the WNMU criteria. Students must also be in good standing and making appropriate progress towards graduation. Credit is based on type and level of course, not all dual enrollment classes are given honors credit (see counselor). The following courses can include:

APPLIED TECHNOLOGY

Electrical Program

Welding Program

Automotive Program

Early Childhood Education Program

Certified Nursing Assistant I and II

***Others (Pending Approval)**

***Students need the Counselors and departmental approval. In order to enroll concurrently, students must have met all pre-requisites and minimal requirements set by department (English, Math, Science and Social Studies, and others). Students must complete the COMPASS Test in order to determine qualifications for courses (Math, Science & English). ALL CONCURRENT CREDITS PAID FOR BY COBRE HIGH SCHOOL MUST BE ADDED TO THE COBRE HIGH SCHOOL TRANSCRIPTS. ONCE ENROLLED STUDENTS WILL REMAIN FOR SCHEDULED COURSE, AND NOT BE ALLOWED TO DROP. STUDENTS ARE NOT ALLOWED TO DROP, IF STUDENTS FAIL THEY WILL RECEIVE THE FAILING GRADE AT THE UNIVERSITY AND COBRE HIGH SCHOOL. STUDENTS MUST REALIZE UNIVERSITY COURSES ARE UNDER THE JURISDICTION AND RULES GOVERNED BY THE UNIVERSITY. STUDENTS ARE SOLELY RESPONSIBLE FOR SUCCESSFUL COMPLETION OF COURSES. IF A STUDENT RECEIVES A 'C' OR LOWER IN DUALY ENROLLED COURSES, THEY CAN BE DENIED CONTINUED ENROLLMENT.**