# MORRIS HILLS
REGIONAL DISTRICT

July, 2023

Annual Public Notice

In accordance with USDE Guidelines IVO, Title VI: 34 C.F.R. § 100.6 (d) this notice shall serve to advise students, parents, employees and the general public that all Career and Technical Education opportunities in Morris Hills Regional District shall be offered to all students regardless of race, color, national origin, gender or disability. During the academic year, Morris Hills Regional District shall offer the following Career and Technical opportunities as described in the Program of Studies and make available online at http://www.mhrd.org. The admission and criteria for selection in career and technical education programs do not restrict any race, color, sex, national minority origin or students with disabilities from participation in Morris Hills Regional District's career programs.

- Summary of program(s) offered and admission criteria:

  - Auto Mechanics I, Auto Mechanics II, Auto Mechanics III
  - CAD 1 CAD 2, Architectural Design
  - Culinary Arts I, Culinary Arts II, Culinary Arts III
  - Metalworking, Metals & Manufacturing Technology, Advanced Metals & Manufacturing Technology
  - Television Production I, Television Production II, Television Production III

***AUTO MECHANICS 1 (TC920)***

**Grades 10, 11, (12 on a space available basis); 10 credits; One Year Elective**

The three-year automotive mechanics program is designed to prepare the student for a career as an auto technician. The student is taught to understand the operation and repair of all parts of the vehicle. The first year begins with the learning of basic automotive theory through readings, discussions, audiovisual presentations and demonstrations. This is followed by actual practical work performed on vehicles scheduled into the shop for repairs. Experiences include service and repair of chassis, cooling system, lubricating system, electrical system, exhaust system, engine accessories and computer-assisted diagnostics. Emphasis is given to instruction in technical knowledge, practical skills, processes and techniques, and occupational information.

***AUTO MECHANICS 2 (TC930)***

**Grades 11, 12; 10 credits; One Year Elective; Prerequisite: Auto Mechanics 1**

This course re-emphasizes and expands all previously learned skills and knowledge. It provides for continued study and more advanced application of instructional units in automotive repair and service. During this second year, the emphasis is placed almost entirely on practical experience. Students perform all of their work on vehicles scheduled into the automotive shop. Units are expanded to include the study of electrical and electronic systems, air conditioning and heating operating principles/applications which lead towards Automotive Service Excellence (ASE) refrigerant/recovery/recycling certification. All instructional units will prepare students to satisfy the requirements of ASE/National Automotive Technician Educational Foundation (NATEF) certification.

***AUTO MECHANICS 3 (TC940)***

**Grade 12; 10 credits; One Year Elective; Prerequisite: Auto Mechanics 2**

This course re-emphasizes and expands all previously learned skills and knowledge, and provides for continued study and more advanced application of instructional units in automotive repair and service. During this third year, the emphasis is placed almost entirely on practical diagnostics, business management, and leadership. Students perform all of their work on vehicles scheduled into the automotive shop. Units are expanded to include the study of electrical and electronic systems, air conditioning and heating operating principles/applications which lead towards Automotive Service Excellence (ASE) refrigerant/recovery/recycling certification. All instructional units will prepare students to satisfy the requirements of ASE/National Automotive Technician Educational Foundation (NATEF) certification.

***COMPUTER AIDED DESIGN 1 (TC911)***

**Grades 9, 10, 11, 12; 5 credits; One Year Elective**

This course introduces the student to the use of drawing as the language of industry and provides the opportunity to use the computer and drafting instruments in preparing various types of drawings. Experiences are provided in the basic fundamentals of Computer Aided Drafting and on the drawing board. Topics include related technical knowledge, practical skills, general information, and an overview of career opportunities related to the drafting field. Special attention is given to technique, method, and industrial applications. The areas taught are orthographic projection, sections, primary auxiliaries, shop processes, fasteners, dimensioning, blueprint reading, detail and assembly drawing, and pictorial drawing. Emphasis is on the value of a planned approach to problem solving by developing models of lawn sheds to actual scale drawings.

***COMPUTER AIDED DESIGN 2 (921)***

**Grades 10, 11, 12; 5 credits; One Year Elective Prerequisite: Computer Aided Design 1**

Fundamentals of CAD is a course in which students develop problem solving skills, with emphasis placed on advanced mechanical drafting, basic 3D modeling and architectural design. Students will start with base concepts and apply them to real world projects in both the fields of engineering and architecture. In engineering, students will go from creating simple sketches and geometric shapes to producing 3D drawings and assemblies. In architecture, students will design a house while learning the basics of surveying, planning and design. Students will continue their studies in AutoCAD and will be introduced to 3D modeling in Autodesk Inventor.

**ARCHITECTURAL DESIGN (TC941)**

**Grades 11, 12; 5 credits; One Year Elective; Prerequisite: Computer Aided Design 2**

Architectural Design is a course designed for the student who is considering a career in the field of architecture or other related areas. The comprehensive skills learned and advanced lessons on house design, layout construction methods, materials and building codes will enable a student to draw a complete set of original plans for a house design of their own. Students will also get hands on experience by building a physical model of their house design. Students will also complete real world projects in commercial design and Green building practices. Students will continue their studies in AutoCAD and also be introduced to the Autodesk Revit 3D modeling, AutoCAD Architectural Desktop, Google SketchUp and Photoshop software programs. All students will have the opportunity to enter state and national architectural design contests and with successful completion of this third year course, will be eligible to earn an ADDA certificate and be recognized as an apprentice drafter.

***CULINARY ARTS I (FC962)***

**Grades 10, 11, 12; 5 credits; One Year Elective**

The Food and Nutrition/ Culinary Arts I curriculum is designed to prepare students with practical life skills for the 21st Century. This course focuses on kitchen safety, sanitation, and the fundamentals of cooking and baking through hands on instruction. Using correct food preparation skills and proper food handling techniques, students will learn how to prepare a variety of foods including baking and pastry, pastas and grains, soups, proteins and vegetables. This course also introduces nutrition in which students have the opportunity to reflect, analyze influences, and create a corrective action plan to make healthy food choices. In addition, the Food and Nutrition/ Culinary Arts I course builds career readiness skills such as problem solving, collaboration, critical thinking, communication and creativity to better prepare our students for the future.

***CULINARY ARTS II (FC963)***

**Grades 11, 12; 5 credits; One Year Elective; Prerequisite: Culinary Arts I**

Food, Culture, & Traditions/ Culinary Arts II is an intermediate level course that builds on the information learned in Food and Nutrition/ Culinary Arts I. Students will review and continue working toward mastery of knife skills, safety and sanitation procedures, nutrition concepts and menu planning. The first half of the course will take students around the world as we look at food, culture and customs from around the world and the United States. The second half of the year will focus on more refined food preparation through cooking and finishing techniques, planning and preparation for large functions.

***CULINARY ARTS III (FC965)***

**Grades 12; 5 credits; One Year Elective; Prerequisite: Culinary Arts II**

This course represents the culminating class in a 3-year Culinary Arts track. The class will focus on preparing students for a transition into the industry through a variety of means. Students will leave the class with an industry-standard ServSafe Food Protection Manager credential. Front-of-the-house operations, large-scale catering, plating, and industry-related soft skills will be the main emphasis points in this class. Additionally, students will have the opportunity to participate in Work Based Learning to gain additional on-the-job training.

**METALWORKING (TC954)**

**Grades 9, 10, 11, 12; 5 credits; One Year Elective**

This is a general metalworking course offering instruction and study activity in the areas of sheet metal, foundry, welding, forging, precision measuring, and machine shop practices. Background and developmental demonstration and informational study and discussion are supplemented through practical experience in the use of tools and materials. Activities will include the study of the production of metals, sheet metal layout and fabrication, pattern making, soldering and brazing, welding exercises, metal finishing and metal lathe operation. Projects will be carried out commensurate with the interest and ability of the student.

**METALS AND MANUFACTURING TECHNOLOGY (TC965)**

**Grades 10, 11, 12; 5 credits; One Year Elective; Prerequisites: Metalworking**

This course is designed to provide students with advanced skills used in the manufacturing trades. Advanced machine tool and welding operations, inspection, CNC machining, and foundry operations will be emphasized. Students will design their own projects by hand sketching or through the use of design software (AutoCAD). Experimentation with the various processes available is encouraged. The history and current trends of manufacturing will be studied from an occupational viewpoint.

**ADVANCED METALS AND MANUFACTURING TECHNOLOGY (TC966)**

**Grades 10, 11, 12; 5 credits; One Year Elective; Prerequisites: Metals and Manufacturing Technology, Application and Instructor Approval**

As the culminating course in the Machine Shop Technology CTE Program, this course will build upon the skills learned in Metals and Manufacturing Technology. Students will approach this course independently, working towards completing projects they have designed on their own. Portions of the second half of this course will focus on preparation for an industry-approved completer examination. Opportunities for job-shadowing will be made available to the students who are enrolled in this course.

**Television Production I (TC970)**

**Grades 9, 10, 11, 12; 5 credits; One Year Elective**

The main objective of Television Production 1 is to provide students with the opportunity to learn the fundamentals of television production by running a daily news broadcast. By doing so, students will develop research and communication skills as well as technical production skills including: camera operation, lighting set-ups, audio engineering, computer graphics, and live production editing. These skills will create a base for all stages of television production. It is also the purpose of this course to identify students who are ready for a more advanced and specialized practice in the field of Television Production and to prepare those who plan to continue study on other levels.

**Television Production II (TC971)**

**Grades 10, 11, 12; 5 credits; One Year Elective; Prerequisites: Television Production I**

The main objective of Television Production 2 is to provide students with the opportunity to continue to examine and create television production projects in an historical and social context, as well as relating them to themselves and other art forms. By doing so, students will utilize the communication and production skills acquired in Television Production 1, as well as develop skills in all aspects of post-production editing to assist with critical thinking and self reflection, allowing students to expand their knowledge base and experience in all stages of television production. It is also the purpose of these courses to identify students who are ready for advanced, more specialized practice in the field of Television Production, and to prepare those who plan to continue study in this field in the Gifted and Talented program and on a post-secondary level.

**Television Production III (TC973)**

**Grades 11, 12; 5 credits; One Year Elective; Prerequisites: Television Production II**

The main objective of Television Production 3 is to provide students with the opportunity to continue to examine and create television production projects in an historical and social context, as well as provide them the opportunity to make connections to themselves, their prior knowledge, and other art forms. By doing so, students will utilize the communication and production skills acquired in Television Production 1 and 2, along with critical thinking and self reflection, to expand their knowledge base and experience in all stages of video production. It is also the purpose of these courses to identify students who are ready for advanced, more specialized practice in the field of Television Production, and to prepare those who plan to continue study in this field in the Gifted and Talented program and/or on a post-secondary level. Students will also develop and enhance interviewing techniques and script writing skills moving from studio production to fieldwork of broadcast journalism. Students taking this class will also complete a school-based enterprise Work Based Learning experience throughout the duration of the school year.

***All programs are offered to all students.***

The following individuals are designated to coordinate compliance and handle complaints under Title IX and Section 504:

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