

## **Technical and Career Education Non-Discrimination Notice**

The Norwalk-Ontario-Wilton School District is committed and dedicated to the task of providing the best education possible for every student in the district. Because of this, the Norwalk-Ontario-Wilton School District, pursuant to state and federal laws will not deny any person admission to, or deny participation in, deny the benefits of, or be discriminated against in any technical and career educational opportunity offered by the school district because of a person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital and parental status, homelessness, sexual orientation or physical, mental, emotional or learning disability.

Lack of English language skills will not be a barrier to admission or participation in any technical or career education course.

Students who have been identified as having a handicap or disability under Section 504 of the Rehabilitation Act or American with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs.

The Norwalk-Ontario-Wilton School District will provide the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for these accommodations shall be made in writing to, and approved by, the Building Principal. Students will also be given release time from school to participate in religious activities and opportunities and will be allowed to make up all work at full credit for those absences from school.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Kelly T. Burhop - District Administrator

(608)337-4403

## **Enrollment Requirements for Technical and Career Education Courses**

The following guidelines are to be used:

\*While your school counselor assists in this process, the student and parent assume responsibility for the ultimate decisions regarding high school academic planning and course selection.

## **Placement Guidelines for Courses**

Placement Guidelines that are listed with the course descriptions in the Brookwood High School Course Description Booklet. The booklet is intended to help students and their parents, along with their school counselor, make wise choices regarding course options for all students. They

are not prerequisites and are not intended to prevent students from taking courses in which they are interested, but they should be considered carefully.

## **The Technical and Career Course Offerings at Brookwood High School are:**

### **Agriculture Education**

**Leadership: Semester course for students in Grades 9-10.** The FFA past and present, parliamentary procedure and leadership and character development in life will be the focus of the class. A community service project will be built into the curriculum.

Course Code: 18203G

*Career Cluster(s): Agriculture, Food, & Natural Resources / Human Services*

**Small Animal Care & Management: Semester course for students in Grades 9-10.** Small animal care and veterinarian medicine will be discussed. We will learn in depth about dogs, cats, rabbits and other small animals found in our homes. Some students will be able to bring in their own pets for demonstration purposes. Various breeds will be looked at and characteristics of many will be taught.

Course Code 18102G

*Career Cluster(s): Agriculture, Food, & Natural Resources*

**Horticulture: Semester course for students in Grades 10-12.** We will discuss basic landscaping and flower/shrub identification. We will discuss selections of grasses, trees, and shrubs for your lawn as well as care and maintenance. The class will look at an introduction to apples, strawberries, and other fruit production, as well as a series of classes on the number one fruit crop in the state of Wisconsin--cranberries.

Hydroponics will be taught and the concepts needed for successful food production.

Course Code: 18052G

*Career Cluster(s): Agriculture, Food, & Natural Resources*

**Greenhouse Management: Semester course for students in Grades 10-12.** Greenhouse management and growing of bedding plants in the greenhouse will be addressed. The opportunity to have hands-on experiences in the propagation (planting) of various greenhouse flowers and plants will be the main focus. The highlight of the greenhouse experience will be the sale of the flowers and plants to the public in the spring. This is a class with a lot of hands on learning with numerous labs.

Course Code: 18053G

*Career Cluster(s): Agriculture, Food, & Natural Resources*

**Large Animal Science I: 1<sup>st</sup> Semester course for students in Grades 10-12.** We will discuss dairy cattle as well as components of milk and its by-products. Veterinarian medicine and care of dairy cattle will be emphasized. Milk labs will be performed in the class room to be able to sample and produce various dairy products. **If you are a junior or senior, you are eligible to take Animal Science I followed by Animal Science II in the same year for Western**

**Technical College credits. You will receive your Brookwood credit as well as 3 Western Technical College credits for free, as long as a “C” average is maintained. This class qualifies as a Science Equivalency class.**

Course Code: 18103G

*Career Cluster(s): Agriculture, Food, & Natural Resources*

**Large Animal Science II: 2<sup>nd</sup> Semester course for students in Grades 10-12. Students do not need Large Animal Science I before taking this class. Students will learn about beef, chickens, horses, swine, and sheep. Care and management of these species will be emphasized.**

**In addition you can take a 3 credit transcribed course with Western Technical College, if taken in the same year back-to-back, with Large Animal Science I. It is recommended for transcribed credits that students are a junior or a senior to qualify. Credits also transfer to UW-Platteville and UW-River Falls. Students must maintain a “C” average in order to qualify. This class qualifies as a Science Equivalency class.**

Course Code: 18103G

*Career Cluster(s): Agriculture, Food, & Natural Resources*

**Careers & Agribusiness: Semester course for students in Grades 11-12.** Career opportunities in agriculture and agri-business as well as business in general will be discussed. We will have opportunities to listen to various speakers, as they give their presentation to the class about their jobs. Business Management as well as Farm Management will be addressed. Financial statements and profit and loss statements will be discussed, as well as trend sheets. This information will be useful as the need arises for credit and borrowing money as students get older. Various types of insurance will be taught as well as strategies in using them. The class will monitor and carry out the ordering of fruit for the annual fruit sales for the FFA as well as the distribution of the fruit and the accounting process.

Course Code: 18201G

*Career Cluster(s): Agriculture, Food, & Natural Resources / Business Management & Administration*

**Food Science: Semester course for students in Grades 11-12.** Food Science and Safety will be discussed. We will look at food science careers, as well as the importance of food science in our daily lives. We will study the importance of refrigeration and how food additives affect food and their importance. We will discuss meats and meat products. We will have food science labs which will include the processing of pork into brats and the processing of meat into summer sausage and bologna. Additional labs in food processing will be carried out.

Course Code: 18305G

*Career Cluster(s): Agriculture, Food, & Natural Resources*

**Art** (The class size limitations are due to the availability of supplies)

### **Recommended Order of Classes:**

**Freshman:** a semester of beginning 2-D Art, 3-D or Drawing

**Sophomore:** a semester of beginning or advanced 3-D Art, 2-D or Drawing

**Junior:** a semester of advanced 2-D, 3-D, Drawing or beginning Painting

**Senior:** Advanced Painting or Independent Art or Ceramics

**Beginning 2-D Art:** Open to students in grades 9-12 as an introductory course using 2-D art media like drawing and painting. It is strongly recommended that you take this course before any advanced course or painting course as the skills developed here will be expanded upon in the more advanced courses. Class limited to 15 people due to the availability of supplies.

Course Code: 05154G

*Career Cluster(s): Arts, A/V Technology, & Communications*

**Advanced 2-D Art:** Open to students in grades 9-12 who have completed and have passed Beginning

2-D Art or Beginning Drawing. This course will continue to use 2-D media like drawing and painting media. Class limited to 15 people due to the availability of supplies.

Course Code: 05155G

*Career Cluster(s): Arts, A/V Technology, & Communications*

**Beginning 3-D Art:** Open to students in grades 9-12 as an introductory course using 3-D media like paper sculpture, plaster, soapstone, as well as the introduction to working with clay and ceramics. Class limited to 15 people due to the availability of supplies.

Course Code: 05158G

*Career Cluster(s): Arts, A/V Technology, & Communications*

**Advanced 3-D Art:** Open to students in grades 9-12 who have completed and have passed Beginning 3-D Art. This course will continue to use 3-D art media including a fourth quarter working with clay or ceramics. It is strongly recommended that you take this course before taking Ceramics. Class limited to 15 people due to the availability of supplies.

Course Code: 05158G

*Career Cluster(s): Arts, A/V Technology, & Communications*

**Beginning Drawing:** Open to students in grades 9-12 as an introductory course using basic line and value to create realistic drawings. Students will use various drawing media including drawing pencils, chalk or charcoal, pen & ink. It is strongly recommended that you take this course before any advanced course or painting course as the skills developed here will be expanded upon in more advanced courses. Class limited to 15 people due to the availability of supplies.

Course Code: 01516G

*Career Cluster(s): Arts, A/V Technology, & Communications*

**Advanced Drawing:** Open to students in grades 9-12 who have completed and have passed Beginning Drawing or Beginning 2-D. Students will continue to use advanced line and value techniques such as pointillism to create realistic drawings. Class limited to 15 people due to the availability of supplies.

Course Code: 05156G

*Career Cluster(s): Arts, A/V Technology, & Communications*

**Ceramics: Open to students in grades 10-12** who have completed and have passed 3-D Art. This course is an advanced study of creating things with clay. Class limited to 15 people due to the availability of supplies.

Course Code: 05159B

*Career Cluster(s): Arts, A/V Technology, & Communications*

**Beginning Painting: Open to students in grades 11-12** who have completed and have passed 2-D Art or Drawing and is a more advanced and intense study of using different painting media like watercolor, tempera and acrylic paint. Class limited to 15 people due to the availability of supplies.

Course Code: 05157G

*Career Cluster(s): Arts, A/V Technology, & Communications*

**Advanced Painting: Open to students in grades 11-12** who have completed and have passed Beginning

2-D or Drawing, Advanced 2-D or Drawing and Beginning Painting. This course is an intense study of using painting media. Class limited to 15 people due to the availability of supplies.

Course Code: 05157G

*Career Cluster(s): Arts, A/V Technology, & Communications*

**Independent Art: Open to students in grade 12** who have completed and have passed 2-D, 3-D and drawing courses. This is an advanced course and the required courses are just that, required. Students will work by and must complete art projects agreed upon in the contract by both the student and the instructor. Class limited to 15 people due to the availability of supplies.

Course Code: 05197H

*Career Cluster(s): Arts, A/V Technology, & Communications*

## **Business Education**

**Computer Applications: Semester course for students in Grades 9-12.** This course introduces the student to word processing and spreadsheet functions using Microsoft Office. Students will begin with basic skills for creating and editing documents and spreadsheets and continue with advanced spreadsheet functions and commands. Spreadsheet applications will be directly related to formatting business information and solving business problems. Class size is limited to 24. **Computer Applications is a transcribed course with Western Technical College. Juniors and Seniors are eligible for 5 credits, 3 credits for Software Applications for Business, 1 credit for Intro to Word, 1 credit for Intro to Excel. Freshmen and Sophomores are eligible for 2 credits, 1 credit Intro to Word and 1 credit Intro to Excel, as long as a**

**“C” average is maintained.**

Course Code: 10004B

*Career Cluster(s): Business Management & Administration / Finance / Information Technology*

**Desktop Publishing/Yearbook: Semester course for students in Grades 11-12.** This course is designed to give students an opportunity to use publishing software to create professional looking projects such as flyers, letterheads, posters, and calendars. The class project will be to

design and submit for publication the “Falcon”, Brookwood High School’s yearbook. Class size is limited to 24.

Course Code: 11152G

*Career Cluster(s): Arts, A/V Technology, & Communications / Information Technology*

**Business in Society: Semester course for students in Grades 11-12.** Business is the driving force of our economy. This course will explore strategies that companies use to grow and compete in today’s global society. Students will investigate how businesses meet customer demands and how they adapt to change to succeed. It will illustrate how the private enterprise system encourages competition and innovation while focusing on its role in society. Some of the topics to be discussed include: ethical code of conduct, social responsibility, law of supply and demand, types of business organizations, human resource management, and marketing. **Business in Society is a 3 credit transcribed course with Western Technical College, as long as a “C” average is maintained.** (Business in Society will be offered every other year rotating with Emerging Tech.)

Course Code: 12052G

*Career Cluster(s): Business Management & Administration / Finance / Marketing*

**Personal Finance: REQUIRED Semester course for students in Grades 11-12.** Making decisions is an important part of effectively managing our finances. This course provides students with the knowledge and skills they will need to make wise decisions when it comes to spending, savings, investing, preparing tax returns, buying insurance, and planning for retirement. This financial knowledge is essential for the economic well-being of our country.

Course Code: 12149G

*Career Cluster(s): Business Management & Administration / Finance*

**Accounting: Year-long course for students in Grades 11-12.** The course is designed to provide accounting knowledge and skills needed for beginning accounting careers or to serve as a foundation to further education in accounting at the college level. Course content will include the basic elements and concepts of double entry accounting, the accounting cycle, merchandise inventory, and payroll. Students will complete a manual and computerized practice set. Emphasis is placed on accounting terminology, concepts, principles, practices and procedures. **Accounting is a 3 credit transcribed course with Western Technical College, as long as a “C” average is maintained.**

Course Code: 12104G

*Career Cluster(s): Business Management & Administration / Finance*

## **Family and Consumer Education**

**\*\*\* It is highly recommended that students take the foods courses in the following order:**

**Foods for Life – as a Freshman or Sophomore**

**Food Service 1 – as a Sophomore or Junior**

**Food Service 2 – as a Junior or Senior**

**Foods for Life: Semester course for students in Grades 9-12.** The student will learn the importance of food as it relates to nutritional needs, social interactions and global effects. They will explore influences on food choices, how food patterns are formed and how they change. The USDA Food Guidelines are studied and used in meal planning. They are also used as a format for lab experiences with a variety of foods. The student will learn basic cooking skills and develop an understanding of some basic principles of food science, while becoming familiar with the safe care and use of food and kitchen equipment. In addition, students will learn to become wise consumers of one of the largest lifetime expenditures-- food.

Course Code: 22202G

*Career Cluster(s): Health Science / Hospitality & Tourism / Human Services*

**Food Service I: Semester course for students in Grades 9-12.** This class is an introduction to food service occupations, giving students basic background information needed to function successfully in food service occupations. Students will become familiar with job responsibilities, food production, as well as safety and sanitation procedures through simulated experiences in the classroom. Students will learn basic production and service of common menu items, how to design a menu and food garnishing. They will also participate in a catering event and a business venture involving producing and selling a product.

**Prerequisite: Foods for Life.**

Course Code: 16051G

*Career Cluster(s): Health Science / Hospitality & Tourism*

**Food Service II: Year Long Course for students in Grades 11-12.** This class is a continuation of Food Service 1. This career oriented class looks at what role students can play in the food service industry. Food Service 2 will be a more in-depth study of the various areas of the food service industry as well as mastering additional cooking skills. Areas to be studied will include institutional foods, fast food, catering, hotel restaurants and fine restaurants. Additional cooking experiences will include quantity foods, cake decorating, garnishing and learning some advanced cooking skills. Students will also put their skills to the test in a simulated business setting, operating a breakfast restaurant in school. From start to finish, students will design their business projects, plan and cost menus, create atmosphere for service and implement their projects. Students will have the opportunity to experience a variety of job positions from the prep person to the manager. They will also explore career opportunities and advanced educational options.

**Prerequisite: Foods for Life and Food Service 1.**

Course Code: 16052G

*Career Cluster(s): Business Management & Administration / Health Science / Hospitality & Tourism*

**Teen Issues: Semester course for students in Grades 9-12.** This course will help students explore a variety of issues that become relevant as they make the transition through their teen years to adulthood. Topics of discussion will include career choices, lifestyles, relationships, sexuality, depression, use of technology in today's world and others. The course will focus on the challenges that all of these topics bring to today's teens as well as the consequences of various choices that can be made. The course will also stress ways to connect with various community and human services organizations which are available to help individuals and families to deal with crisis in their lives.

Course Code: 22208G

*Career Cluster(s): Health Science / Human Services*

**Parent and Child: Semester for students in Grades 10-12.** This class emphasizes the responsibilities of the family to provide for individual development and socialization of the child. This course is designed to explore ideas and expectations about parents and children in our society. Students are encouraged to explore issues that might indicate a person's readiness to become a parent and that may help to make the parenting experience more positive for both parents and children. Students will learn about the birth experience, care of infants and children, and growth and development of young children, as well as differing styles of parents and family interaction. This course is also an excellent choice if you plan to pursue a career in child care, education or any area of human services working with children.

Course Code: 22204G

*Career Cluster(s): Health Science / Human Services*

**Home Design and Interiors: Semester course for students in Grades 11-12.** Where we will live and what type of home we choose is a question that everyone will answer in their lives. Homes and Interiors is a course that will help students examine the interrelationship of human needs, culture, society and housing. It will give them insights into housing in the past and present, which will help them make informed choices for their future. They will learn basic elements of design and construction and how they could be applied to building or remodeling a home of their own. There is a field trip opportunity to view new and used homes with a realtor and to determine how the choice might be made when buying a home. In addition students will also be introduced to the many career opportunities in the housing industry today.

Course Code: 22211G

*Career Cluster(s): Architecture & Construction / Arts, A/V Technology, & Communications*

## **Technology Education**

**Drafting: Semester course for students in Grades 9-12.** Plans need to be prepared for most everything that is made. In Technical Drawing, we learn how to put plans onto paper. Basic mechanical drawings are made with common drawing principles and concepts practiced. Some manual drawing is done while most of it is done on computers. After covering simple drawings, you will be able to draw more complicated drawings including isometric and oblique drawings. A home plan will be drawn before the course is complete.

Course Code: 21102B

*Career Cluster(s): Architecture & Construction / Information Technology*

**Materials Technology: Semester course for students in Grades 9-12.** Material Technology is an introductory level course where students learn about different building materials, their properties and uses in manufacturing. Basic use of most woodworking equipment will be taught. Planning, designing, and building techniques are introduced. Class members will work cooperatively on a project.

Course Code: 17001B

*Career Cluster(s): Architecture & Construction / Manufacturing*



**Welding I:** 1<sup>st</sup> Semester course for students in Grades 10-12. This class provides an introduction to metal and metal characteristics for welding purposes. Students will learn the basic principles of welding. Primary focus is on the oxy-acetylene torch and arc welding. Use of welding equipment and safety as well as welding methods, techniques, and uses for welding are taught. Students will also be introduced to wire feed welders and the plasma cutter. **This class is to be articulated with Western Technical College, meaning students taking the class will obtain one (1) credit through WTC as long as a ‘B’ semester average is maintained. This class is also a transcribed class with WTC as long as a “C” semester average is maintained.**

Course Code: 13207B

*Career Cluster(s): Manufacturing*

**Metal Fabrication:** 2<sup>nd</sup> Semester course for students in Grades 10-12. Metal Fabrication is a course of metal fabrication and weld construction. Safety techniques and methods of welding will be covered. The opportunity for extended use of the wire feed welders is provided. Some advance welding techniques will be covered such as aluminum and stainless steel welding. Metal fabrication using the grinders, metal lathe and milling machine will be taught. Students will be able to make a metal project individually or cooperatively using welding and other metal construction practices.

**Prerequisite: Welding I.**

Course Code: 13207B

*Career Cluster(s): Architecture & Construction / Manufacturing*

**Wood Technology I:** 1<sup>st</sup> Semester course for students in Grades 10-12. This Woodworking course introduces the precision use of woodworking equipment. Construction techniques in cabinetry are taught providing an opportunity for students to learn different methods of woodworking. Students will be assigned a project, which will enhance their building skills before advancing to individual project work. The building materials students use for projects must be purchased by the student.

Course Code: 17006B

*Career Cluster(s): Architecture & Construction / Manufacturing*

**Wood Technology II:** 2<sup>nd</sup> Semester course for students in Grades 10-12. Wood Technology II is continuation of Wood Technology I. Students will work on individual projects of their choice using more advanced woodworking techniques. Use of the lathe and wood shaper are demonstrated and student use of this equipment is encouraged to help them perfect the fine art of cabinet making.

**Prerequisite: Wood Technology I.**

Course Code: 17006B

*Career Cluster(s): Architecture & Construction / Manufacturing*

**Engines and Power Systems:** Semester course for students in Grades 11 -12. Small engines are used to teach principles of engine operation and design. The theory of engine operation is taught followed by disassembly and assembly of the small gasoline engine. Students will also study multiple cylinder and diesel engines. Theory and principles of power systems driven by engines is touched upon. Power systems may include autos or any system functioning together with an engine.

Course Code: 20110B

*Career Cluster(s): Transportation, Distribution, & Logistics*

**Engineering: Semester course for students in Grades 11-12.** This class involves the major concepts of basic engineering systems. Students will cover engineering principles. Areas that will be covered include structural design, mechanical drive trains, and wheels of motion, steering components, electrical circuitry and hydraulics. Several small projects will be made after general concepts have been taught within the covered engineering areas. **No Prerequisite.**

Course Code: 21003G

*Career Cluster(s): Architecture & Construction / Manufacturing / STEM / Transportation, Distribution, & Logistics*

## **School-to-Work Program**

The intent of the Norwalk-Ontario-Wilton School-to-Work Program is to:

1. Meet the individual career needs of each student that participates.
2. Help students acquire proper attitudes, skills, and knowledge for work and career goals.
3. Provide students with work force entry level skills.
4. Provide students with real life work experience.
5. Provide students with career development guidance.

### **Student Eligibility**

In order to participate in the Norwalk-Ontario-Wilton School-to-Work Program, students will need the following eligibility criteria:

1. Must be an enrolled senior at Brookwood High School.
2. Must participate in a job shadow prior to starting the work assignment.
3. Have the recommendation of the Guidance Counselor, School-to-Work Coordinator, or Building Principal.
4. Have a satisfactory attendance record at the school.
5. Have zero (0) "F" letter grades at the beginning of the work assignment.
6. Be enrolled in at least five (5) Brookwood classes outside of School-to-Work.
7. Must obtain a valid work permit before any work is performed unless employed in the following five activities:
  - Agriculture
  - Apprentices
  - Domestic Services
  - Volunteer Work
  - Public Entertainment
8. Students will be allowed to work for parents or close relatives provided the parents or relatives are engaged in a full fledged business.

### **Prerequisites for Students Participating in Work-based Learning Options**

- Parents must complete an emergency contact form and an authorization form for medical care for the employer to keep on file.
- Employers must sign a contract stating they will report any accidents requiring medical treatment to school personnel and the student's parent(s), guardian(s) or emergency contact within twenty-four (24) hours.
- Parents must sign a form releasing the school district from any liability if their child is injured while on a work-based program. All liability insurance must be provided by the employer.