

BUSINESS EDUCATION (CONT)

CO-OPERATIVE WORK EXPERIENCE TRAINING PROGRAMS

Career Exploration Internship (089641) Students will have an opportunity to learn first-hand about a career of interest by volunteering (unpaid) at a business or community work site. A written proposal will be jointly agreed upon between the student and the cooperative work experience teacher. This can also include working in a school setting if the student has a faculty member who will be their sponsor/supervisor. Students will perform a variety of tasks that expose them to many facets of their career choice. The internship will enable students to obtain valuable knowledge and skills to help them make informed decisions about their future. Students must have at least a 2.5 GPA, an excellent attendance/discipline record, and a recommendation from a teacher/counselor. Applications may be picked up from the student's counselor. (See page 10 for details.)

Career Emphasis Internship (089642) Students will have an opportunity to work at one or more sites to gain in-depth knowledge and skills first-hand about one or more career fields. A written proposal will be jointly agreed upon between the student and the cooperative work experience teacher. Work experiences may consist of a variety of timeframes with possible periods of unemployment filled with volunteer service projects, self-directed studies, and school-related activities. Students may be paid for some of their work, but it depends on the situation(s). Placements will be dependent upon available sites and the student's skills. Students must have at least a 2.5 GPA, an excellent attendance/discipline record, and a recommendation from a teacher/ counselor. Recommendations for scholarship applications and opportunities for future employment based on contacts made during a successful internship experience are excellent. Applications may be picked up from the student's counselor. (See page 10 for details.)

Information Technology (039511/039512/039513/039514) This course will focus on a variety of software used in the processing of information. Students will complete expert-level integrated projects utilizing Microsoft Office, manipulate images and photographs for printed material using Adobe Photoshop, and create movies using Macromedia Flash. Students will develop user applications of the software to maximize operational efficiency in a variety of office and industry settings. Students will also create a career portfolio including samples of work. This course would be beneficial in many career fields including those interested in a Computer Software Engineer, Application career. There is an additional fee for materials.

Information Technology – Occupations (Cooperative Work Experience) (029711/029712/029713/029714) Note: Students must also be registered for a "related" class, Information Technology or Accounting II. Local businesses provide students with experience in entry-level work positions. The student receives two units of credit for the year plus wages for hours worked. Hours are arranged with the employer but must average at least 15 hours per week. The coordinator will help arrange interviews for approved positions and will visit a student on the job site to determine his/her progress and training needs. Applicants must be approved by the coordinator before enrollment is complete. **Students are not guaranteed a job.** Students not working may remain in the "related" class but will not receive on-the-job credit.

Marketing Education Class (029911/029912/029913/029914) Note: Students must also register for Marketing Education Cooperative Work Experience when registering for this course. Students will learn the skills, knowledge, and practices needed by employees, supervisors, managers, and business owners. Emphasis is placed on human relations, job safety, communications, math, career exploration, economic understanding, product and service knowledge, retail selling, merchandising, advertising, and personal money management. Each student will prepare a resume to have for future use in applying for jobs. There is an additional fee for materials.

Marketing Education Cooperative Work Experience (029721/029722/029723/029723) Note: Students must be enrolled in the Marketing Education Class. Businesses in the community cooperate with the school by providing actual work experience and job training to the students. Students must work a minimum of 15 hours per week at a school-approved job in the retail, wholesale, or service occupations. The coordinator must meet with each student during registration. An application must be completed and approved by the coordinator before enrollment is complete. The coordinator will assist students in arranging interviews and will regularly visit the student on the job. Students are not guaranteed a job. The student receives two units of credit for the year plus wages for hours worked.

BUSINESS CAREER ACADEMY (WEST HIGH ONLY)

Subject	Course Numbers	Units per course	Grade level offered				Prerequisites and related information
			9	10	11	12	
Academy Introduction to Business	022141	0.5	X				None
Academy Computer Applications I	030141	0.5	X				None
Academy Computer Applications II	030241	0.5		X			Academy Computer Applications I
Academy Advanced Business	022341	0.5		X			Academy Introduction to Business
Academy Economics	274141	0.5			X		Academy Advanced Business
Academy English 9 (2-term course)	100141/ 100541	1	X				None
Academy American Literature	101022	0.5			X		None
Academy Speech	108141	0.5		X			None
Academy Writing Experiences	101112	0.5		X			Academy English Strategies

BUSINESS CAREER ACADEMY (WEST HIGH ONLY)(CONT)

Subject	Course Numbers	Units per course	Grade level offered				Prerequisites and related information
			9	10	11	12	
Academy American Studies II (2-term course)	272141 /272142	1	X				None
Academy Contemporary American History	272143	0.5		X			Academy American Studies I
Academy American Government	273041	0.5			X		None
Academy Geography	270141	0.5		X			None
Academy Senior Seminar (2-term course)	029941 /029942	1				X	Completion of years 1-3 of Academy courses

APPLICATION AND INTERVIEW REQUIRED FOR ADMISSIONS - SEE COUNSELOR

Through a unique method of instruction, the Business Career Academy at West High School will integrate the regular academic curriculum with specialized business electives emphasizing computer and oral communication skills. Business Career Academy students will develop career portfolios, attain marketable skills, and experience job shadowing, internships/co-op, and service learning. Students entering as 9th graders must apply for the Academy. (Applications are available through your 8th grade counselor.) Selection of applicants is based on attendance, academic achievement, and teacher recommendations.

Academy Introduction to Business (022141) This course is aimed at helping the student understand basic business principles and how to apply them to everyday living. Topics for study come from the following areas: decision making; budgeting; checking and savings accounts; banking services; credit; consumer techniques; rights and responsibilities; career development; employment seeking and keeping skills; recordkeeping/accounting; and how businesses operate in our economic system.

Academy Computer Applications I (030141) Students successfully completing this course will be able to use a keyboard to effectively key such items as: personal and business letters, short manuscripts with references, and multiple-column tables of information in the proper format. Students will also be able to develop and/or revise a variety of personal and business problem-solving communications using word processing, spreadsheet, and database management applications on IBM-compatible computers. There is an additional fee for materials.

Academy Computer Applications II (030241) Students will use the computer as a problem-solving device: designing advanced spreadsheets, databases, and word processing documents to provide information needed for decision-making. Software featured in this course is Microsoft Word and Microsoft Excel. In addition, DESKTOP PUBLISHING features will be explored. There is an additional fee for materials.

Academy Advanced Business (022341) Students will operate a business following the guidelines and procedures outlined in the Junior Achievement Student Company program. Business principles of leadership and teamwork will be applied through integrated group projects and simulations. Students will accumulate service learning hours and reflections for their capstone portfolio.

Academy Economics (274141) Students will develop personal and business finances. Personal finances will include: establishing credit, managing money, personal investments, taxes, insurance, and major purchases. Business finances will include: creating a business plan, obtaining financing, and management operations. The continuation of service learning requirements and capstone portfolio development will be emphasized.

Academy English 9 (100141/10054) This two-term course is designed to provide students an integrated experience in the language arts: reading, writing, speaking, listening, and viewing. Students will read pieces of literature of varying lengths from a variety of genres: short story, poetry, non fiction, drama, and the novel. Students will critically analyze and respond to literature read. Using the writing process, varied writing experiences will be provided, including personal, expository, research, and journal writing. This course will also include study skills, reading strategies, and thinking strategies. Independent reading will also be required. Students must complete this course successfully prior to taking sophomore, junior and senior language arts courses. There is an additional fee for materials.

Academy American Literature (101022) In this course, the student explores a variety of American literature by authors from our multicultural heritage. Students experience the chronological development of American literature as well as study selected types and themes reflecting the diversity of human experience. In addition to reading stories, plays, and poetry, students complete a comparative film/novel study. Writing and class discussion are also part of this literature course.

Academy Speech (108141) This is a beginning course aimed at developing poise and confidence in group speaking situations. The course deals with the fundamentals of speaking and listening in every day life. The student learns to organize and to present speeches before class audiences. Emphasis is placed on speaking, using different forms of organization and delivery. An introduction to group discussion, debate, media, and parliamentary procedure may be included, as may various types of special occasion speeches.

Academy Writing Experiences (101112) This course focuses on developing student writers by use of the process approach. Writing assignments of varying lengths and types include expository, descriptive, and narrative writing. This includes journal writing; writing based on literature; and speaking, listening and viewing activities. Attention is given to organization, unity, coherence, sentence variety, and information retrieval.

BUSINESS CAREER ACADEMY (WEST HIGH ONLY)(CONT)

Academy American Studies II (272141/272142) A two term continuation of American History that follows the beginning of eighth grade and includes units on (1) Westward Expansion, (2) Sectionalism, Civil War and Reconstruction, (3) Socialization and Industrialization, and (4) The Progressives and World War I. Additional units are included on Iowa Government-state and local, and juvenile law.

Academy Contemporary American History (272143) The study of Contemporary American History includes the social, political, economic, religious, educational, and cultural history of the United States in the twentieth century. Emphasis is placed on the developments in American society and United States foreign policy.

Academy American Government (273041) This course is a study of the organizations, functions and administration of our national political system. The course content includes an analysis of the national government, political parties, and the nomination and election processes.

Academy Geography (270141) Geography presents a wide view of physical, economic, political, and cultural aspects of the major regions that exist in the world. It is intended to help answer basic questions of where things are located and why people engage in certain activities. The interdependence of regions is stressed. Global economics will also be studied.

Academy Senior Seminar (029941/029942) In this capstone course, students will demonstrate their proficiencies within the integrated curriculum of the Business Academy. The students will generate various forms of written and oral communication as they prepare a professional portfolio. At the end of the senior year, the students will showcase their portfolios to the public, demonstrating attained life and business skills. There is an additional fee for materials.

CAREER INTERNSHIP & WORK EXPERIENCE OPPORTUNITIES

Every attempt will be made to place students in experiences that relate to their area of interest. However, availability of sites will ultimately determine placement.

Career Exploration Internship	Career Emphasis Internship	Cooperative Work Experience
Typically unpaid work experience; can be business/community-based or school-related work experience if student obtains faculty sponsor.	Paid or unpaid work experience depending on situation(s); may include a variety of work-site hosts for short periods of time such as with employment agency or other business & community organizations; school projects/assignments or community service will fill in during non-employment intervals	Typically a paid work experience, all year, with concurrent enrollment in a related class;
Juniors or seniors who fulfill predetermined criteria	Juniors or seniors who fulfill predetermined criteria	Senior status
Application process required – get from and return application to counselor	Application process required – get from and return application to counselor	Application process required – get from and return application to counselor
1 term of Internship (may be repeated - with approval)	1 term of Internship (may be repeated - with approval)	1 year of Cooperative Work Experience and concurrent enrollment in the related class
Average 7.5 hours/week of work experience	Average 15 hours/week of work experience and/or school/homework; work experiences may consist of a variety of timeframes and/or at multiple work-sites with possible intervals of non-employment	Average 15 hours/week of work experience
.5 unit credit per term	1.0 unit credit per term	2 units credit/year for work experience. 1 unit of credit/year for related class
Approved by the Cooperative Work Experience teacher	Approved by the Cooperative Work Experience teacher	Approved by the Cooperative Work Experience teacher
Approved work-site or school position (linked with perceived career interests) Mutual sign-off on job description by student, supervisor, and Cooperative Work Experience teacher	Approved work-site or school position (linked with perceived career interests) Job description provided by work-site host with mutual sign off (student & supervisor); student skills will determine placements	Approved work-site or school position (linked with perceived career interests) Criteria determined by Cooperative Work Experience teacher
Typically unpaid - Might be paid depending on the situation	Paid or unpaid - dependent upon work-site experience	Typically paid for work experience
Culminating activity/project(s) required (such as career paper, journal, presentation, etc.)	Culminating activity/project(s) required (career paper, journal, web site, presentation using graphics, etc.)	Activities/projects required in related class
Special certificate awarded to student documenting successful experience	Special certificate awarded to student documenting successful experience	Success documented by employer/ Cooperative Work experience teacher
Recommendation from employer and/or teacher available upon successful completion of term at student's request	Recommendation from employer and/or teacher available upon successful completion of term at student's request	Recommendation from employer and/or teacher available upon successful completion of term at student's request
Facilitated by Cooperative Work Experience instructor in conjunction with supervisor	Facilitated by Cooperative Work Experience instructor in conjunction with supervisor (upon request) at completion of term	Cooperative Work Experience teacher monitors and reviews performance at work-site and in class