

BUSINESS, MARKETING, AND INFORMATION TECHNOLOGY



The Business, Marketing, and Information Technology Department offers a wide range of classes to meet the needs of all students whether they are college-bound or planning to enter the work force upon graduation.

All students will gain valuable skills and experiences through taking any of our business courses. The business curriculum is designed to develop relevant skills, college ready content, and unique experiences to maximize the student's high school career.

Relevant skills are those like document processing, marketing oneself, resume/interview skills, financial budgeting, and personal investing. College ready content can be found in our dual credit course offerings, Fan Stand, Finance Academy, and our DECA program. Our ICE Program gives students the opportunity to work while in school. All of these programs provide authentic experiences designed to make our student's high school experience a memorable one.

All students are required to complete at least one credit in the Business, Marketing, and Information Technology course menu provided below.

Business Graduation Requirement

Starting with the Class of 2019, students will be able to choose from the following menu of Business, Marketing, and Information Technology courses to fulfill their Business graduation requirement.

Courses	Grade	Dual Credit	Pathway
Personal Financial Responsibility	10, 11, 12		All pathways
Preparing for College & Careers	9, 10		All pathways
Accounting	10, 11, 12		Business pathway with emphasis on accounting and finance
Digital Applications & Responsibility	9, 10, 11, 12	Ivy Tech	Information Technology pathway and all Business pathways
Principles of Marketing I	10, 11, 12	Ivy Tech	Business pathway with emphasis on marketing
ACP Business Administration	11, 12	Indiana University	All Business pathways
Intro to Computer Science	9, 10		All pathways
Computer Science I	10, 11, 12		Information Technology pathway
AP Computer Science Principles	9, 10, 11, 12		All pathways

5394 *PREPARING FOR COLLEGE AND CAREERS (9, 10) This course will provide students opportunities to learn about themselves and about various traditional and non-traditional occupations and careers. It will review the sixteen national career clusters. Students will gain an awareness of the type of occupational preparation or training needed for various occupations and careers. The course may also develop the student's employment skills, understanding of the economic process, and decision-making and planning skills. Opportunities will be provided for students to make job observations through field trips, mock interviews, and guest speakers. Resume development and career related testing may be provided. The course will be both informative and exploratory in nature. Fulfills Business Graduation requirement.

4518 *INTRODUCTION TO BUSINESS (9, 10) This course introduces students to the world of business. It will cover a wide range of topics including the economy, business ethics and law, social responsibility, entrepreneurship, management and leadership styles, marketing fundamentals, human resources, business finances, and consumer rights and responsibilities.

4540 *PERSONAL FINANCIAL RESPONSIBILITY (10, 11, 12) This course addresses the identification and management of personal financial resources to meet the financial needs and wants of individuals and families, considering a broad range of economic, social, cultural, technological, environmental, and maintenance factors. This course helps students build skills in financial responsibility and decision making; analyze personal standards, needs, wants, and goals; identify sources of income, saving and investing; understand banking, budgeting, record-keeping and managing risk, insurance and credit card debt. **Recommendation – “C” average in Information Communications & Technology.** Fulfills Business Graduation requirement

4524 INTRODUCTION TO ACCOUNTING (10, 11, 12) The course introduces the language of business using Generally Accepted Accounting Principles (GAAP) and procedures for proprietorships and partnerships using double-entry accounting. Emphasis is placed on accounting principles as they relate to both manual and automated financial systems. This course involves understanding, analyzing, and recording business transactions and preparing, analyzing, and interpreting financial reports as a basis for decision-making. Fulfills Business Graduation requirement

4560 *BUSINESS LAW AND ETHICS (11, 12) Business Law and Ethics provides an overview of the legal system in the business setting. Topics covered include: basics of the judicial system, contract, personal, employment and property law. Application of legal principles and ethical decision-making techniques are presented through problem-solving methods and situation analyses.

4562 *PRINCIPLES OF BUSINESS MANAGEMENT (11, 12) Business Management is designed to give students insight regarding the characteristics, organization and operation of different types of businesses. Contemporary and ethical issues are introduced, as are factors that affect society. Students will study the environment of business, business ownership, production, finance, information systems, personnel, planning, government regulations, and taxation. Students are introduced to management issues in a variety of environments.

4512 BUSINESS MATHEMATICS (11, 12) Business Math is a business course designed to equip students with life application mathematics by developing and practicing essential skills. A solid understanding of core math operations (addition, subtraction, multiplication, division, and basic fractions), personal banking and financial budgeting (checkbooks, household budgets), math for public settings (i.e. percentages, estimation, rounding used in restaurants, grocery store, personal purchases), and use of math tools such as calculators and rulers, provides the necessary foundation for students as they enter adulthood and prepare for employment.

5914 *PRINCIPLES OF MARKETING I (10, 11, 12) Principles of Marketing I is a one-semester course, which will provide a basic introduction to the scope and importance of marketing in the global economy. Emphasis will be placed on oral and written communications, mathematical applications, problem solving, and critical thinking skills as they relate to selling, promotion, pricing, purchasing, marketing information management, product/service planning, distribution, financing, and risk management. **This is a dual credit course through Ivy Tech. Students must meet all Ivy Tech prerequisites to qualify for Ivy Tech dual credit.** Fulfills Business Graduation requirement.

5914 *PRINCIPLES OF MARKETING II (10, 11, 12) Principles of Marketing II offers students an opportunity to take a second semester of marketing. This course builds upon the foundations of Principles of Marketing I and allows students to further their study of marketing and apply the previously learned concepts. Instructional strategies will include computer-technology applications, real and/or simulated occupational experiences, and projects in the marketing functions such as those available through the DECA program or other co-curricular activities. **Requirement – Principles of Marketing I. Recommendation – “C” average in Principles of Marketing I.**

5984 *SPORTS AND ENTERTAINMENT MARKETING (11, 12) This course develops student understanding of the sport/event industries, their economic impact, and products; distribution systems and strategies; pricing considerations; product/service management, and promotion. Students acquire an understanding and appreciation for planning. Throughout the course, students are presented problem-solving situations for which they must apply academic and critical-thinking skills. **Requirement – Principles of Marketing I**

5966 *ENTREPRENEURSHIP AND NEW VENTURES (10, 11, 12) This is a one semester course that gives students the opportunity to go through the developmental process of writing a business plan. Students will write a business plan for a business of their choice. Other topics that will be addressed throughout the course will include: entrepreneurial skills, achievements and qualities of famous entrepreneurs, company studies, product/business development, product/business marketing, financial analysis, and public selling. This course is designed to enable students to acquire the knowledge and develop the skills needed to effectively create, organize, and start their own business.

4564/4562 *###ADVANCED BUSINESS, COLLEGE CREDIT, BUSINESS ADMINISTRATION (11, 12) IU X100 (Principles of Business Management) (11, 12) This course gives students the opportunity to earn 3 hours of Indiana University college credit in X100 that are transferable to most other universities. This course introduces students to a wide range of management issues. The introduction prepares students for other business courses in college and may help students choose a career. Students will be exposed to business trends, business ownership, business management, management of human resources, marketing, and managing financial resources. IU requirements for dual credit eligibility for ACP include – at least a C in the pre-requisite course, and an overall GPA of 2.7 or higher on a 4.0 scale within a college preparatory curriculum. Fulfills Business graduation requirement.

4564 *###ADVANCED BUSINESS, COLLEGE CREDIT, ENTREPRENEURSHIP (12) BSU MGT 241

This one semester course will be offered during the summer. This course gives students the opportunity to earn 3 hours of Ball State University college credit in MGT 241. An introductory course focusing on the generation of innovative business ideas, the creation of business ventures, and the role of entrepreneurship within society. Presents the skills and process knowledge needed to create an innovative solution to a real-world market opportunity. **Requirement-3 or more credits in a Business career pathway. Students must have at least a 3.0 GPA, and a 22 or higher composite score on the ACT, or a 1250 or higher composite on the SAT to be eligible for the dual credit through Ball State.**

5902 INTERDISCIPLINARY COOPERATIVE EDUCATION – RELATED INSTRUCTION (ICE) (12) Workplace competencies and foundation skills such as orientation to a new job, interpersonal relations, communication skills, evaluations, self-management, decision-making, critical thinking, and responsibility are covered and related to real-world working situations. More information on the Co-op Program can be found at <http://www.hse.k12.in.us/HHS/academics/ice.aspx>. **(1 period, 1 credit per semester) Requirement - Completion of an application and an interview**

5902 INTERDISCIPLINARY COOPERATIVE EDUCATION - ON-THE-JOB TRAINING (ICE) (12) This course enables students to develop and refine occupational competencies needed to acquire and succeed in a job, adjust to the employment, and advance in an occupation of their choice. On-the-job instruction is supervised by the employer. They work closely with the teacher-coordinator in planning student learning experiences, which are compatible with student and employer goals. Students are to work a minimum of 3 hours per day and 15 hours per week. The student would be released from school for 2 periods per day. More information on the Co-op Program can be found at <http://www.hse.k12.in.us/HHS/academics/ice.aspx>. **(2 periods, 2 credits per semester) Requirement - Completion of an application and interview.**

5394 COLLEGE READINESS CENTER (CRC) (11, 12) This course is a year-long Ivy Tech course designed to assist and support high school students in becoming academically ready for college and developmentally prepared for the rigors of college life and the culture of college success. The goal of the course is for students to be admitted to Ivy Tech without the qualifier of having to enroll in remedial courses. The curriculum includes teacher-guided, online learning in reading, writing and/or mathematics. During the second semester students will be enrolled in IVYT 1111 – Basic Skills course. Topics covered include time management, media literacy, learning styles, study skills, career planning, money management, and resource utilization.

INFORMATICS AND COMPUTING COURSES

4528 *DIGITAL APPLICATIONS & RESPONSIBILITIES (9, 10, 11, 12) The student will be introduced to the physical components and operation of computers. Technology is used to build students' decision-making and problem-solving skills focusing on Word Processing/MS Word, spreadsheets/MS Excel, databases/MS Access and presentation software/MS PowerPoint. A unit on HTML and a unit on employment skills will also be included. **This is a dual credit course through Ivy Tech. Students must meet all Ivy Tech prerequisites to qualify for Ivy Tech dual credit.** Fulfills Business Graduation requirement.

4803 *INTRODUCTION TO COMPUTER SCIENCE (9, 10) This one semester course is designed for students with no previous programming experience who are good problem solvers and have acquired basic computer skills. This course will allow students to explore computer science and gain a broad understanding of the computer science field. Students will learn problem-solving techniques and use them as they work on computer programming, gaming, mobile development, and artificial intelligence activities. Fulfills Business Graduation requirement.

5232 WEB DESIGN I, II (Interactive Media) (10, 11, 12) Interactive Media prepares students for careers in business and industry working with interactive media products and services; which includes the entertainment industries. This course emphasizes the development of digitally generated or computer-enhanced products using multimedia technologies. Students will develop an understanding of professional business practices including the importance of ethics, communication skills, and knowledge of the "virtual workplace". Current multimedia technologies include video/audio production; digital imaging; animation; and website design, development, and management. **Requirement - Digital Applications & Responsibilities.**

4634 COMPUTER SCIENCE I (Formerly Computer Programming I) (10, 11, 12) This year-long course is designed for students who are interested in computer science or related career fields. This course will introduce students to computer programming, as well as the latest technologies involving computers. This course provides an opportunity to learn, plan, program, and debug applications using modern programming techniques and practicing good graphical user interface design. Students will be introduced to variables, decision statements, loops, structures, arrays, methods, classes, and Object Oriented Programming. This course will prepare the student for AP Computer Science A. **Requirement – Geometry; Recommendation – "C" average in all math courses including Geometry.** Fulfills Business Graduation requirement

5252 COMPUTER SCIENCE II: CYBERSECURITY (10, 11, 12) Students will learn about cryptography as an indispensable resource for implementing strong security in real-world applications. The students will assess the strength, security, and efficiency of encryption standards and use formal methods to assess their levels of security and efficiency. Part of a layered security approach begins with implementing good coding practices. Subjects covered include threat modeling, secure code lifecycle, current tools used in the industry, and software maintenance and incident preparedness.
Prerequisites: Computer Science I or AP CS Principles

5252 COMPUTER SCIENCE II: APP DEVELOPMENT (11, 12) Introduces students to concepts and practices of different programming languages for application development. Students will learn the software development lifecycle including investigating requirements, feasibility, building, testing, deploying, and supporting the application. Concepts will be applied through creating hands-on applications for one or more platforms using current development environments and tools. Students will practice skills such as team building, work ethic, communication, documentation, and adaptability.
Pre-requisites: AP Computer Science A (Java)

4570 ##AP COMPUTER SCIENCE A – ADVANCED COMPUTER SCIENCE USING JAVA (11, 12) Computer Science is the development of computer programs to solve problems. This year-long course will emphasize Object Oriented Programming techniques. Topics include variables, algorithms, decision statements, loops, strings, arrays, ArrayLists, methods, inheritance, abstract classes, interfaces, recursion, searching, and sorting. Students will prepare to take the College Board AP Computer Science A Exam in May. **Requirement – Algebra II and Computer Science I, or permission of instructor; Recommendation – A "B" average in Algebra II and Computer Science I.**

4568 ###AP COMPUTER SCIENCE PRINCIPLES (AP CS PRINCIPLES) (9, 10, 11, 12) This course is designed to introduce students to the central ideas of computing and computer science, to instill ideas and practices of computational thinking, and to have students engage in activities that show how computing and computer science change the world. The course is rigorous and rich in computational content, includes computational and critical thinking skills, and engages students in the creative aspects of the field. This course is designed for college bound students looking to gain more in depth computer knowledge to be used in any field of study. **Requirement - Successful completion of Algebra I. Recommendation - "B" average in all math courses.** Fulfills Business Graduation requirement

5230 **COMPUTER TECH SUPPORT – CYBEROYALS TECH SQUAD (10, 11, 12) Tech Squad is a semester or yearlong hands on study of technology integration in an educational context. Students are required to assess problem sets and define the best approach to addressing or solving the problem. In addition to solving problems for students and teachers, students will be required to complete and maintain several running projects that address problems or solutions in educational technology integration. The course also asks students to have a prior understanding of Mac OS, Microsoft Windows OS, iOS, Chrome OS, or Android OS. **Students may be required to attend a one-day summer training to be eligible.** Opportunities will include deployment to other schools in the district on a regular basis to assist with technology integration and support. For these opportunities, transportation will be required. **Requirement - CybeRoyals Tech Squad Application and at least one other Informatics and Computing course. Acceptance into this course will be based on the application and a personal interview.**

5238 *ADVANCED CAREER & TECHNICAL EDUCATION COLLEGE CREDIT (11, 12)** Through the SPAN Division at IUPUI students have the opportunity to take college-level computer courses online during a class period at HSE. The courses are taught by college professors and high school teachers serve as facilitators overseeing and monitoring student progress. **Students are responsible for the cost of tuition, fees, and textbooks for this course which is approximately \$1,200. Program Requirements:** Cumulative GPA of 3.0, and a "B" in all computer courses including Computer Science I. **This course meets dual credit requirement for academic honors diploma.** More information can be found at span.uc.iupui.edu. **PLEASE SEE Mrs. Alano for more information and approval. Possible courses include:**

Competitive Computer Tech Scholarships are available for CIT courses to reduce tuition by half, resulting in a cost of approximately \$600.

- CIT 21200 – Website Design
- CIT 21400 – Introduction to Data Management
- CIT 21300 – Systems Analysis and Design
- CIT 21500 – Web Programming

- *INFO I202 – Social Informatics
- *INFO I270 – Intro to Human-Computer Interaction Principles and Practices
- *INFO I275 – Intro to Human-Computer Interaction Theory
- CSCI 23000 – Computing I
- CSCI 24000 – Computing II

*These courses are included in the 30 hour general education core, meaning they will count toward a student's general education requirements at any Indiana state educational institution.

Sample schedule for student interested in Computer Science

Freshman Year

ENGLISH	FINE ART OR WORLD LANG
GEOMETRY OR ALGEBRA II	PE/HEALTH
BIOLOGY	AP COMPUTER SCIENCE PRINCIPLES
WORLD CREDIT	

Sophomore Year

ENGLISH	FINE ART OR WORLD LANG
ALGEBRA II OR PRE-CALC/TRIG	INTERACTIVE MEDIA
CHEMISTRY	COMPUTER SCIENCE I
ELECTIVE	

Junior Year

ENGLISH	FINE ART OR WORLD LANG
PRE-CALC/TRIG OR AP CALCULUS	AP COMPUTER SCIENCE A (JAVA)
US HISTORY	COMPUTER SCIENCE II: CYBERSECURITY
PHYSICS	

Senior Year

ENGLISH	INTERNSHIP
GOVERNMENT / ECONOMICS	INTERNSHIP
AP CALCULUS OR ADV MATH	COMPUTER SCIENCE II: APP DEVELOPMENT
ELECTIVE SCIENCE	

FAN STAND

The Fan Stand is Hamilton Southeastern High School's school based enterprise. Students are responsible for designing apparel, opening/closing the store, tracking inventory and purchases, along with keeping accurate financial statements. Fan Stand students get a real world experience in operating, promoting, and managing an actual store. Students are provided the unique opportunity to work with vendors and point of sale software.

Students interested will interview during their sophomore year and will begin their junior year during the Spring Semester. Students interested should have taken or be scheduled to take two of the following course options before starting:

Accounting (10, 11, 12)	Business Law (10, 11, 12)
Digital Applications (9, 10, 11, 12)	Entrepreneurship (10, 11, 12)
Marketing (10, 11, 12)	Management (10, 11, 12)
Web Design (10, 11, 12)	Marketing II (11, 12)

Fan Stand Curriculum

Junior (2nd Semester) - Merchandising – Fan Stand

Summer – Inventory Days, Orientation

Senior (1st Semester) - Merchandising – Fan Stand

5962 MERCHANDISING (THE FAN STAND) (11 – spring semester; 12 – fall semester) Merchandising is a two-semester marketing course that provides an opportunity for college-bound students to study marketing outside the traditional marketing education course offerings. Emphasis is placed on the functions of marketing. Additional instructional areas include leadership, management skills, and risk management. Instructional strategies include a school-based enterprise, The Fan Stand, computer/technology applications, real marketing experiences, and projects in the marketing functions such as those available through the DECA program of co-curricular activities. Students should plan to be available to attend several school events throughout the semester. **Requirement: Principles of Marketing I or Entrepreneurship and New Ventures, and at least 2 specialized courses: Principles of Marketing II, Sport and Entertainment Marketing, Entrepreneurship and New Ventures, Principles of Business Management, Web Design I, Accounting, or Business Law and Ethics, or by special permission by instructor. Students will complete an interview with the instructor for final selection.**

ACADEMY OF FINANCE

OFFERED AT HAMILTON SOUTHEASTERN HS ONLY

The HSE Finance Academy was established in 2005 in order to maximize the high school student experience through a rigorous curriculum and community partnerships. The Academy curriculum offers multiple dual-credit courses focusing on finance, accounting, and economics. In conjunction with the curriculum, the Academy partners closely with the community to bring authentic learning opportunities through its mentor program, internships, and company tours. This combination of classroom rigor and real world experiences prepares our high school student to be successful in their post high school pursuits.

Through their Academy experience, students gain an understanding of the connections that exist between their education and the workplace. Students will participate in job shadows and mock interviews. Although students are not required to attend all field trips, there are many field trips planned including trips to the financial districts in Chicago and New York City.

Through teachers and industry mentors, the Academy provides students with the curriculum and guidance necessary for rewarding careers.

To apply for this program and for more information go to <http://www.hse.k12.in.us/HHS/academics/aof.aspx>

5258 *BANKING AND INVESTMENT CAREERS - BANKING AND CREDIT (11) This one semester course presents a survey of the principles and practices of banking and credit in the United States. The students learn about the major functions of banks and other depository institutions, in-house operations and procedures, central banking through the Federal Reserve System and modern trends in the banking industry. The credit component provides an overview of credit functions and operations including credit risk evaluation, loan creation and debt collection. **Requirement – Acceptance into the Academy of Finance**

5258 * BANKING AND INVESTMENT CAREERS - SECURITIES AND INSURANCE (11) This is a one-semester class that focuses on the securities and insurance industries. The class will be analytical in nature and will focus on the practice of evaluating financial options and making more informed and educated decisions. We will analyze companies and their corresponding stock through Fundamental, Technical, and Quantitative Analysis to help us gain a better understanding of their financial condition and stock price. A wide variety of topics will be covered that include: the use of the options/futures markets, leverage, hedging, day trading, market psychology, among many others. In the Insurance section of the course, we will look at the risks that we face throughout our lives and some tools (Health, Life, and Property Insurances) to help us manage those risks. **Requirement – Acceptance into the Academy of Finance**

4564 *###ADVANCED BUSINESS, COLLEGE CREDIT, FINANCE AND INTERNATIONAL BUSINESS, University of Indianapolis (12) This course will be divided into two parts. The first section, comprising approximately two thirds of the semester will cover corporate finance. The second will deal with international business. All managers are required to possess a basic understanding of financial concepts. This course is designed as an introduction to finance via concepts, basic calculations, and capital markets. The basic concepts of the time-value of money, rates of return, and valuation are covered. Students will learn how capital markets function, what different securities exist, and how to manage cash flow. Besides providing basic math skills, this course should provide students with an excellent introduction to financial management concepts. An overview of current international business theories, patterns, and management concepts is provided. Emphasis is placed on understanding the key factors that influence multinational operations and the variety of ways international business may evolve in the future. Financial aspects of international business are central to this course, as well as international strategic planning. **Requirement – Acceptance into the Academy of Finance - Earn 3 college credits. University classes – Tuesday and Thursday, 1:20 – 2:40 PM. This class meets at Anderson University. Students are required to provide their own transportation.**

4564 *##ADVANCED BUSINESS, COLLEGE CREDIT, ACCOUNTING, Anderson University (12) Students will learn to understand the basic principles, elements and concepts of accounting; use proper methods to record and communicate useful financial data to others; be able to perform a complete accounting cycle from source documents to post closing trial balance for a business; and understand the role of accounting in making informed decisions, in providing an overview for non-accounting majors and in building a foundation for further study for accounting majors through management planning, performing, and evaluating cycles. **Requirement – Acceptance into the Academy of Finance – Earn 3 college credits. University classes – Tuesday and Thursday, 1:20 – 2:40 PM. This class meets at Anderson University. Students are required to provide their own transportation.**

4564 *##ADVANCED BUSINESS, COLLEGE CREDIT, ENTREPRENEURSHIP (12) BSU MGT 241

This one semester course will be offered during the summer. This course gives students the opportunity to earn 3 hours of Ball State University college credit in MGT 241. An introductory course focusing on the generation of innovative business ideas, the creation of business ventures, and the role of entrepreneurship within society. Presents the skills and process knowledge needed to create an innovative solution to a real-world market opportunity. **Requirement-3 or more credits in a Business career pathway. Students must have at least a 3.0 GPA, and a 22 or higher composite score on the ACT, or a 1250 or higher composite on the SAT to be eligible for the dual credit through Ball State.**

5260 *WORK BASED LEARNING: BUSINESS AND MARKETING (AoF Internship) (12) Academy of Finance students will complete a paid, finance-related internship during the summer between their junior and senior year. The Director of the Academy of Finance and the employer will work closely to provide the student with a valuable learning experience in the financial field. Students will complete 180 hours on the job. For more information go to <http://www.hse.k12.in.us/HHS/academics/AOF/index.aspx>. **Requirement – Acceptance into the Academy of Finance.**

ACADEMY OF FINANCE

Students apply for acceptance into the Academy of Finance program during the second semester of their sophomore year. Official classes and activities begin the Junior year.

Course Schedule Outline:

Sophomore Year	Accounting (recommended sophomore year, but can be completed during the Junior or Senior year)
Junior Year	<i>1st Semester Banking and Investment Careers (Banking & Credit)</i> <i>2nd Semester Banking and Investment Careers (Securities & Insurance)</i> Summer 180 Hour Internship/Ball State University Entrepreneurship
Senior Year	<i>1st Semester ACP Business Administration (1st Semester only)</i> <i>2nd Semester Economics or AP Economics (1st or 2nd Semester)</i> or Anderson University Accounting or University of Indianapolis Finance & International Business

WORK-BASED LEARNING

The primary purpose of a cooperative education program is to prepare a student for entry-level employment. However, the program could also serve as a means for a student to explore entry level work in a future career. The program combines classroom instruction with on-the-job learning experiences consistent with the student's occupational objectives. The program would have a class-related period and a regularly scheduled time that the student would be released from school two periods to be employed throughout the school year. Students enrolled in this program must make a commitment for the entire year.

SELECTION CRITERIA: Each student should have a stated career objective in an occupation, be responsible for his own transportation to and from job, should be physically, emotionally, mentally, and morally capable of performing his career objective, be an incoming junior or senior, should have an acceptable attendance record, have parental consent, be willing to accept responsibility and follow instructions, and should have the ability to work with others. Each student will need to fill out an application, provide references, and will then be interviewed by the Coordinator, Principal, and possible employer. The Coordinator will need to have a conference with the student and his parent(s).

5902 INTERDISCIPLINARY COOPERATIVE EDUCATION: RELATED INSTRUCTION (ICE) (12) Workplace competencies and foundation skills such as orientation to a new job, interpersonal relations, communication skills, evaluations, self-management, decision-making, critical thinking, and responsibility are covered and related to real-world working situations. More information on the Co-op Program can be found at <http://www.hse.k12.in.us/HHS/academics/ice.aspx>. **(1 period, 1 credit per semester) Requirement - Completion of an application and an interview**

5902 INTERDISCIPLINARY COOPERATIVE EDUCATION: ON-THE-JOB TRAINING (ICE) (12) This course enables students to develop and refine occupational competencies needed to acquire and succeed in a job, adjust to the employment, and advance in an occupation of their choice. On-the-job instruction is supervised by the employer. They work closely with the teacher-coordinator in planning student learning experiences, which are compatible with student and employer goals. Students are to work a minimum of 3 hours per day and 15 hours per week. The student would be released from school for 2 periods per day. More information on the Co-op Program can be found at <http://www.hse.k12.in.us/HHS/academics/ice.aspx>. **(2 periods, 2 credits per semester) Requirement - Completion of an application and interview**

0500 *BASIC SKILLS DEVELOPMENT/PREPARING FOR COLLEGE AND THE SAT (10, 11) This one semester course emphasizes preparation for the Scholastic Aptitude Test (SAT). This preparation includes various test taking strategies and practice in both the verbal and math portions of the test. Procedures for selecting and applying for college and financial aid are also addressed. In addition, college life and its different elements are discussed.

5974 *WORK BASED LEARNING: MULTIPLE PATHWAYS (12) Work based Learning is designed to provide opportunities for students to explore careers that require additional degrees or certification following high school. The emphasis of the experience is on applying skills developed through instruction and on learning new career competencies at the internship site. The internship is tailored to the unique needs and interests of the student and is considered a high school capstone experience towards fulfillment of the student's future plan. A training agreement will outline the expectations of all parties: the intern, parent/guardian, site supervisor/mentor, internship supervisor, and the school. Internships will be unpaid and will include a series of meetings or seminars with the internship coordinator.

- 5974 Work Based Learning Capstone, Multiple Pathways
- 5975 Work Based Learning Capstone, Advanced Manufacturing and Engineering
- 5260 Work Based Learning Capstone, Business and Marketing
- 5480 Work Based Learning Capstone, Family and Consumer Sciences
- 5207 Work Based Learning Capstone, Health Sciences
- 5892 Work Based Learning Capstone, Trade and Industry