

**MID-PLAINS COMMUNITY COLLEGE**

**&**

**BROKEN BOW HIGH SCHOOL**

# Career Academies

Information Guide



**BROKEN BOW SCHOOLS**

**EACH CHILD MATTERS. EVERY DAY COUNTS.**

*This document was designed for Broken Bow High's Career Academy.*



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## Mission:

The mission of the Mid-Plains Community College & Broken Bow High School Career Academies is to provide a rigorous, equitable, and interdisciplinary academic program that prepares students for college level study in their chosen program of study or a career in their selected career field upon graduation. Our program achieves this mission by fostering a personalized learning community and building strong partnerships with the area business industry, the community, and institutes of higher education.

## Purpose:

The Mid-Plains Community College & Broken Bow High School Career Academies is intended to offer high school juniors and seniors with opportunities to explore various career clusters.

### **The Career Academies will provide students with many benefits:**

- Practical skills for a career area
- Safety, legal, and ethical procedures
- Job-seeking skills
- Interpersonal skills for the workplace
- Dual or con-current credit while in high school
- Get a head start on a college degree
- Gain exposure to a rigorous college environment

Participation in a Career Academy will not only provide students with college level courses and a head start in a high-demand career area, but students will also be able to visit various jobsites, job-shadow different career areas, and learn skills that will help them be successful in pursuing the career field of their choice.

The Career Academies support the Nebraska Department of Education's Career Education Model. For more information go to <http://www.nebraskacareerconnections.org/>.

# HONOR STATEMENT

Participation in this academy requires a high level of commitment from Mid-Plains Community College, Broken Bow High School, yourself and your parents. This agreement acknowledges that you (the student) and your parents are entering into a relationship built on honesty, ethical behavior, open communication and trust. Students should be a junior or senior to participate in the Career Academy.

## All participants must adhere to the following list of guidelines:

- The student is required to attend all courses. Excessive absences may affect your grade.
- The student has access to an appeal process to review extenuating circumstances of absences and tardiness. During the appeal process, the student will continue to attend class.
- The student is expected to follow the high school class schedule as well as the Career Academy's calendar. In addition, the student is expected to follow MPCC's inclement weather policies.
- The student is required to arrive in the classroom on time. At Mid-Pains CC, each program has its own standards, which students are to abide by. Arrangements will need to be made prior to an absence.
- The student is to behave in an ethical and professional manner at all times and represent his/her high school and MPCC in a way that denotes dignity and respect.
- The student must politely accept feedback from instructors, advisors, college administrators and employers and treat each situation as a positive learning experience.
- The student is required to immediately notify instructors, the Career Academy office, and high school counselor of problems and concerns while attending MPCC or with job shadowing experiences.
- The student is required to be drug and alcohol free while attending MPCC. Appropriate action will be taken in accordance with MPCC policies and procedures if substance use/abuse is suspected. Job shadowing sites may require a drug test.
- The student is required to follow the dress code of his/her specific program area including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code that the student is expected to follow.
- Equipment provide by the Career Academy must be treated with respect and returned to MPCC at the end of the course in good condition. Lost or damaged books or equipment will result in replacement fines to be paid by the student.

## Job Shadowing Expectations

- Students will be expected to job shadow a minimum of **five** hours per semester. It is recommended that each experience be at least two to three hours in length.
- Your job shadow experience cannot be at any school you have attended and should not be directly with family members.
- Your class attendance must be in good standing at both MPCC and your high school to be able to job shadow.
- Students will be expected to make the contact with the job shadowing site/sponsor at least one week in advance of the date requesting to job shadowing. This date will need to be cleared with your high school.
- Students and parents will need to read and sign the Request for Job Shadow form.
- Students and parents will need to read and sign the confidentiality and ethical & legal behavior form.
- Parents and students will need to read and sign the Parental Permission and Release of Liability for Job Shadow form one week prior to the date.
- Students will need to follow up with a job shadow report and evaluation form within one week of job shadowing.

# Frequently Asked Question

## What is a Career Academy?

A Career Academy is a blend of classes directed at a specific career field or pathway. These classes include high school and Mid-Plains Community College credit courses that prepare a student for post-secondary education or entry into their chosen career. An Academy includes work-related experiences (such as job shadowing, etc.) at a local facility or business site.

## Why would I want to be part of an Academy?

1. You can explore and learn about your chosen career field.
2. You can have experiences in the real world of work.
3. You can take classes offered especially in your chosen career field.
4. You can earn college credit while still in high school.

## What Academies will be offered?

- Health Science Academy
- Business Academy
- Education Academy

## What will it cost me?

Mid-Plains Community College tuition and fees will apply to all classes offered for college credit. Check with your school counselor or administrator regarding possible tuition assistance. Textbooks for college classes will be the student's responsibility. Please see page 20 for information about assistance with tuition.

## What classes will I take?

The Mid-Plains & Broken Bow Career academies require at least 4 courses and work place experience. At least one of the four courses needs to be "capstone courses." A cap stone course is essentially a college course. See listing of classes and course descriptions in this booklet.

## Where/When will I take classes?

Classes will be offered in a variety of ways: face-to-face at Broken Bow High School, distance learning, on-line, or at Mid-Plains' Broken Bow extended learning campus. Most of the Career Academy classes will be offered during the regular school day some be offered in the evenings or during the summer. Schedules may be adjusted to meet individual needs.

## Will these classes transfer?

All college courses will count towards a degree or certificate at Mid-Plains Community College. Although many of the courses will transfer to another two year or four year institution it is not the specific intent of the Academy Program to offer academic transfer.

## How will I register?

Students will complete a Career Academy Application before the spring deadline. The Broken Bow High School counselor will assist students in registering for Career Academy classes. The form requires signatures from the student, the parent/guardian, and the high school. Missing information may delay the registration process. Tuition and fee payment for college classes will be made at the time the student attends a college classes.

## Where will I learn more about jobs and the career I am interested in?

Job shadowing will be part of the Career Academy experience. Students will be required to job shadow throughout their experience in the academy program. Students will also develop and maintain a portfolio of their accomplishments, personal interests, and achievement.

## What happens when I complete the Career Academy?

Students who successfully complete the two years of any Career Academy will receive a Certificate of Achievement award. This certificate can be used when applying for different post-secondary programs or when applying for employment. **The completion of the career academy program can be used as an accomplishment on a student resume and on scholarship applications.**

# General Information

## Eligibility Requirements

- Must be a junior or senior when Academy classes start
- Be in good academic standing at Broken Bow High School
- Complete an application and registration form for Mid-Plains Community College classes

## Curriculum

Career Academy courses options are determined by Mid-Plains CC faculty, business partners, and Broken Bow High School. Class selection is flexible and may be adjusted to meet the needs of the individual student. We will try to accommodate your reasonable requests.

## Calendar

Students are expected to abide by the Career Academy calendar. e.g. If class is not in session at the high school, students are still expected to attend Mid-Plains classes.

## Registration

Application to the Career Academy will take place at the end of your sophomore year. Students will begin registering for Career Academy classes during Broken Bow High School normal registration process.

## College and High School Credit

Mid-Plains Community College credit is granted for the college courses students take in the Career Academy. Mid-Plains CC and Broken Bow HS will determine whether high school credit is also awarded for the Career Academy course work. For transfer information to other higher education institutions (such as four-year colleges), it is best to contact the institution that will be receiving the credit. There is also a transfer guide located in Mid-Plains Community College Course Catalog. Students will need to receive a “C” or better for courses to transfer.

## Grades

Grades for each college course are derived using the criteria identified in the course syllabus developed by the faculty. Students receive a course syllabus at the beginning of each class.

## FERPA

Family Education Rights and Privacy Act (FERPA) give students the right to inspect and review their education records and provide students with some protection against the release of their information. The law basically says that no one outside the institution (Mid-Plains) shall have access to a student’s education record nor will the institution disclose any information from those records without the written consent of the student. As part of the Career Academy program, students will need to sign a release of information for student records to be released to parents and to the high school.

## Inclement Weather

If Mid-Plains Custer Campus is closed, Career Academy classes and activities will be cancelled. If Broken Bow Public Schools are closed, please refer to your Mid-Plains syllabus for instructions.

## Instructor Absences

In the event of an instructor’s absence, Mid-Plains will attempt to hire a substitute instructor. If a substitute instructor is not available, then classes will be cancelled. An attempt will be made to notify Broken Bow HS, advising of the class cancellation.

## Work-Based Learning Component

A key part of the Career Academy program will be work-based learning experiences. Each student will be required to job shadow during their career academy experience and be responsible to contact a business of his/her choice to shadow. Students will be expected to complete a typed summary of their job shadowing experience. Forms and other information will be available from the guidance office at Broken Bow High School.

Students will also complete a portfolio of their work-based learning experiences. This will include summaries of the experiences as well as a resume, job application, letter of application, letters of reference, career and educational goals, personal learning plan, leadership activities, awards, and community service projects. Other items may be included in addition to those listed above.

Students will also have opportunities to hear guest speakers, participate in business tours and field trips, and other special programs as part of the Career Academy.

## Student Responsibilities

1. Attendance – Regular attendance and conscientious work habits are necessary to meet Mid-Plains' academic standards of progress. Excessive absences may be factored into determining your grade. It is the student's responsibility to contact the instructor about any absences. Students should refer to their course syllabi.
2. Confidentiality – A level of privacy exists in each career field. What students see in a place of business or health care facility should remain confidential. HIPAA training will be part of the Health Science Career Academy and will be strictly enforced as part of that academy.
3. Dress Code – Students will be asked to follow Broken Bow high school dress code but may be asked to dress according to professional standards at certain times.
4. Transportation – Transportation to a job shadowing experience is the responsibility of the student.

## Support Services

Students who request services or accommodations must disclose the nature of their condition and provide documentation of disability to the Career Academy Director. This disclosure is considered confidential and will be released to the Special Population offices to assist with in the accommodations.

Students are asked to request services as soon as possible so that specific accommodations are made available. Students should know that without sufficient notice, timely provision of services may be delayed.

Documentation should describe the disability, how it may impact the student's academic performance, and suggest appropriate education accommodations as usually stated in an Individual Educational Plan (IEP).

# Health Science Academy

The Health Science Academy presents to students a set of challenges and learning experiences that will help the student to better understand the many career fields and choices in the health care industry. Students will take at least four courses along with completing job shadowing events to help them get that real world experience. The four courses will include two courses from Broken Bow High School, Advance Biology & Anatomy, Medical Terminology from Mid-Plains Community College, and another class of their choosing from the Health Science Academy Course List.

Students are encouraged to enroll in the Health Science Career Academy by the end of their sophomore year in high school. After acceptance into the Health Science Career Academy, during their junior year, the student must complete Advance Biology and Medical Terminology. Please see pages 10 & 11 for Health Sciences Academy course requirements and descriptions. The student must also complete a minimum of two job shadow events monitored through the Broken Bow High School Guidance office. Job shadow packets are available online or by contacting the Broken Bow Guidance office.

In the second year of the Health Science Academy, the student will be required to complete Anatomy and then choose at least one more class from either Mid-Plains Community College or Broken Bow High School. Once again job shadowing is required as part of the Career Academy Program. A student must complete a minimum of two job shadowing events monitored through the Broken Bow High School Guidance office their senior year. Job shadow information and applications can be found on the Broken Bow Public Schools' website under the Guidance section.

In addition to completing the required courses and doing job shadowing, academy students will be required to keep a portfolio of achievements linked to their academy experience. Students will also be encouraged to attend other Career Academy Program events including, business and industry tours, etiquette luncheon, career fairs and other events as planned.

# Health Science Cluster

## Health Science Academy Course List

Course	Title	Pre-Req	Credits	High School Year	Optional/Required
N/A	BBHS Adv. Biology	None	N/A	Junior	Required
OFFT 2500	Medical Terminology	None	3	Junior	Required
N/A	BBHS Anatomy	Adv. Biology	N/A	Senior	Required
N/A	BBHS Chemistry	Algebra 1 & be taking Algebra 2	N/A	Junior or Senior	Optional
NURA 110	Nursing Assistant	None	3	Junior or Senior	Optional
BIOS 1100	Basic Anatomy & Physiology	None	4	Junior or Senior	Optional
BIOS 1400	Introduction to Nutrition	None	4	Junior or Senior	Optional
BIOS 2250	Human Anatomy & Physiology I	None	4	Junior or Senior	Optional
BIOS 2260	Human Anatomy & Physiology II	None	4	Junior or Senior	Optional
HLTH 2300	Health Education	None	3	Junior or Senior	Optional
N/A	Job Shadowing	None	N/A	Junior and Senior	Required

**Students must take at least four courses with at least one of the courses being “capstone courses” as part of the Health Science Academy.**

This interdisciplinary program provides students with a broad perspective of health and wellness at the population level and an exploration of health care systems. The curriculum is based on a strong foundation in the health sciences.

## Health Science Academy Course Descriptions

BBHS Advance Biology	The main emphasis will be placed on a more in-depth study of biology and biology processes. Specifically the class will be investigating detailed cellular processes, genetics, breeding of fruit flies, and biochemistry. The course will also introduce the student to various career options and employment opportunities in the healthcare professions.
OFFT 2500 Medical Terminology	This course is designed to equip the student with a usable vocabulary unique to the medical profession field. The student will be able to define and use terms relating to structure of the human body, the skeletal system, muscular system, cardiovascular system, lymphatic and immune systems, respiratory system, digestive system, urinary system, nervous system, the eyes and ears, integumentary system, endocrine system, reproductive systems, diagnostic and imaging procedures, and general medical terminology.
BBHS Chemistry	College preparatory course that covers the basic concepts of chemistry that most colleges look for in their incoming freshmen in science-related courses. It includes studies of chemical bonding, the mathematics of chemistry (stoichiometry), organic chemistry, behavior of chemical solutions, equilibrium, reaction types, acid/base chemistry, oxidation/reduction chemistry, atomic structure, and much more.
BBHS Anatomy and Physiology	Anatomy is a one year course. Anatomy is an in-depth course taken by those students who have an interest in detailed Human Anatomy. Anatomy is a comprehensive course that will cover a variety of areas of human anatomy including tissues, bones, muscles, organ systems, etc...
NURA 1100 Nursing Assistant	This course will provide training for a non-licensed individual to provide safe, effective, and caring services to patients, residents, and clients in a variety of health care settings. Upon successful completion of the course, students will receive a certificate of completion from MPCC and qualify for placement on the State of Nebraska Nurse Aide Registry. Fee \$5
BIOS 1100 Basic Anatomy and Physiology	A basic study of the human body systems and their respective functions. Designed for medical office students and those students that need a beginning course in the subject. No lab course. Will substitute for LPNR 1190 Structure and Function.
BIOS 1400 Introduction to Nutrition	Principles of nutritional science with regard to the functions of various nutrients in the human body and the special nutrient requirements of individuals based on age, sex, occupation, and condition of health. Recommended for pre-nursing, physical education, and family and consumer science emphases.
BIOS 2250 Human Anatomy and Physiology I	A study of the anatomical and physiological processes of the systems comprising the human body. Subject matter includes the structure and function of cells and tissues of the human body. Emphasis will be placed on the skeletal, muscular and nervous systems.
BIOS 2260 Human Anatomy and Physiology II	A continued study of the physiological processes of the human body; areas emphasized will be the endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory and reproductive systems.
HLTH 2300 Health Education	A look at new concepts and trends as related to personal and community health. Topics to be covered include such things as fitness and nutrition, weight control, disease, human sexuality, aging, death, mental health and the role of drugs in our society
Work Place experience	The student will be expected to put in 10 to 15 hours of work place experience. This could be in the form of job shadowing, job related volunteering, health related workshops, lectures, or any approved activity. These hours will be accumulated during the student's junior and senior years.

## **Business, Marketing, and Management Academy**

The Business, Marketing, and Management Academy presents to students a set of challenges and learning experiences that will help the student to better understand the many career fields and choices in business, marketing, and management. Students will take at least four courses along with completing job shadowing events to help them get that real world experience. The four courses will include a course from Broken Bow High School, Intro to Business, and three other classes of their choosing from the Business, Marketing, and Management Cluster Academy Course List. At least one of the four classes must be a “capstone course” from Mid-Plains Community College.

Students are encouraged to enroll in the Business, Marketing, and Management Academy by the end of their sophomore year in high school. After acceptance into the Business, Marketing, and Management Academy, during their junior year, the student must complete Intro to Business from Broken Bow HS and another business related classes. These classes can be ones offered at either Broken Bow HS or at Mid-Plains, a list of college options and descriptions are provided on pages 13 – 15. The student must also complete a minimum of two job shadow events monitored through the Broken Bow High School Guidance office. Job shadow packets are available online or by contacting the Broken Bow Guidance office.

As a senior in the Business, Marketing, and Management Career Academy, the student will be required to complete two more courses in the field of Business, Marketing and/or Management. Remember at least one of the courses must be a capstone course from Mid-Plains Community College. A list of college options is provided on page 13 & 14 Once again job shadowing is required. A student must complete a minimum of two job shadowing events monitored through the Broken Bow High School Guidance office their senior year. Job shadow information and applications can be found on the Broken Bow Public Schools’ website under the Guidance section.

In addition to completing the required courses and doing job shadowing, academy students will be required to keep a portfolio of achievements linked to their academy experience. Students will also be encouraged to attend other Career Academy Program events including, business and industry tours, etiquette luncheon, career fairs and other events as planned.

# Business, Marketing, and Management Academy

## Business, Marketing, and Management Academy Course List

Course	Title	Pre-Req	Credits	High School Year	Optional/Required
N/A	BBHS Intro to Business	None	N/A	Junior or Senior	Required
N/A	BBHS Entrepreneurship	None	N/A	Junior or Senior	Optional
N/A	BBHS Personal Finance	None	N/A	Junior or Senior	Optional
N/A	BBHS Accounting I	None	N/A	Junior or Senior	Optional
N/A	BBHS Accounting II	None	N/A	Junior or Senior	Optional
BSAD 1020	Introduction to Business	None	3	Junior or Senior	Optional
BSAD 1010	Personal & Professional Development	None	3	Junior and Senior	Optional
BSAD 1100	Personal Finance	None	3	Junior or Senior	Optional
BSAD 2020	Leadership Development	None	3	Junior or Senior	Optional
BSAD 2340	Introduction to Marketing	None	3	Junior or Senior	Optional
N/A	Job Shadowing	None	N/A	Junior and Senior	Required

**Students must take at least four courses with at least one of the courses being “capstone courses” as part of the Business Academy.**

This interdisciplinary program provides students with a broad perspective of Business, Marketing, and Management Cluster at the population level and an exploration of business systems. The curriculum is based on a strong foundation in the Business, Marketing, and Management Cluster.

# Business, Marketing, and Management Academy

## Course Descriptions

BBHS Intro to Business	<p>Introductory course of business fundamentals such as economic, legal and social foundations are presented along with a close look at organizing businesses, marketing products and services, financing operations, managing and developing employees, and making difficult business decisions in a competitive atmosphere. The course will also introduce the student to various career options and employment opportunities in the business industry.</p>
BBHS Entrepreneurship	<p>In its most basic sense, entrepreneurship is apparent in a business venture when an individual is able to turn a novel idea into a profitable reality. In practice, however, entrepreneurship is more multifaceted, ranging from operating a small business in one's own home, to bringing a national franchise to a small town, to turning a new and unique idea into a high-growth company. Entrepreneurship can involve starting a business that brings a new store to Main Street, offering a product or service previously unavailable to a community, or acquiring an existing business that has had a long-standing presence in a community and helping it evolve to reflect one's own vision and personality. Topics to be discussed include: obtaining a loan, creating a business plan, advertising, promoting your business, hiring and training employees, and bookkeeping.</p>
BBHS Personal Finance	<p>This elective class will run for one year. During that time the student will spend time looking at Career Decisions and how that will affect their future lives. Along with that the student will be introduced to employee pay and benefits, federal income tax budgeting and checkbooks. The student will also begin learning about bonds, mutual funds and the stock market. The remainder of the year will be dedicated to real life activities such as buying a house, a car and insuring those items.</p>
BBHS Accounting I	<p>The Accounting I course is designed to teach the student the double-entry system of recording business transactions for service and merchandising businesses. Through problems, projects, and practice sets, the student learns to open a set of books, analyze transactions into their debit and credit parts, post to ledgers, prepare worksheets and financial statements, and adjust and close the books at the end of the fiscal period</p>

BBHS Accounting II	Accounting II is a continuation of the first-year course. Emphasis is placed on attaining accounting knowledge to pursue entry-level careers after high school. Students will expand their knowledge of accounting by gaining a broader understanding of business activities needed to maintain and interpret financial records for more effective management. A computerized practice simulation will be completed in this course.
Introduction to Business	A survey of the field of business management, including the interpretation of problems of business operations. Items covered include marketing, entrepreneurship, business ownership, finance, personnel, production, organization, and relationships to the external environment.
Personal & Professional Development	Special emphasis on relating image and social awareness to job success. Covers on-the-job situations of problem-solving, time management, goal setting, business etiquette, listening skills, work groups, and the relationship between productivity and job attitude. A major emphasis will be placed on developing productive work ethics. This class is designed for the Associate of Applied Science Degree in Business.
Personal Finance	A practical approach to managing one's personal finances that includes financial record keeping and personal federal income tax, major consumer purchases and financing, investment fundamentals, and other financial topics of interest. Note: This course may not transfer toward general education or degree requirements at some four-year colleges.
Leadership Development	This course helps to prepare students to assume increasingly responsible leadership roles in their personal, professional and academic lives and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities. Readings are from the PTK Leadership Training Manual, and the course is taught by PTK/Kellogg Foundation Certified Leadership Instructors.
Introduction to Marketing	This course explores strategic planning, marketing management philosophies, consumer markets, consumer buyer behaviors, advertising, sales promotions and public relations. A formalized marketing plan is written and presented in this class. This class is designed for the Associate of Applied Science Degree in Business.

# Education Academy

The Education Academy presents to students a set of challenges and learning experiences that will help the student to better understand the many career fields and choices in education. Students will take at least four courses along with completing job shadowing events to help them get that real world experience. The four courses will include a course from Broken Bow High School, to be determined, a Pre-Student teaching class from Mid-Plains Community College, and two other classes of their choosing from the Education Academy Course List.

Students are encouraged to enroll in the Education Career Academy by the end of their sophomore year in high school. After acceptance into the Education Career Academy, during their junior year, the student must complete a Broken Bow HS course that will be determined and a Pre-Student Teaching Class. Please see pages 17 – 19 for Education Academy course requirements and descriptions. The student must also complete a minimum of two job shadow events monitored through the Broken Bow High School Guidance office. Job shadow packets are available online or by contacting the Broken Bow Guidance office.

As a senior in the Education Career Academy, the student will be required to complete two more courses in the field of Education. The Education Academy strongly encourages you to take the corresponding Pre-Student Teaching **SPED** class. A list of class options is provided on page 16 & 17. Once again job shadowing is required. A student must complete a minimum of three job shadowing events monitored through the Broken Bow High School Guidance office their senior year. Job shadow information and applications can be found on the Broken Bow Public Schools' website under the Guidance section.

In addition to completing the required courses and doing job shadowing, academy students will be required to keep a portfolio of achievements linked to their academy experience. Students will also be encouraged to attend other Career Academy Program events including, business and industry tours, etiquette luncheon, career fairs and other events as planned.

# Education Academy

## Education Academy Course List

Course	Title	Pre-Req	Credits	High School Year	Optional/Required
N/A	BBHS Teacher's Aid	None	N/A	Junior or Senior	Optional
N/A	BBHS College Composition	None	3	Junior or Senior	Optional
				Junior or Senior	Required
EDUC 2910	Pre-Student Teaching Field Experience - Elementary	None	1	Junior and Senior	<b>At least one pre-student teaching class is required and it strongly encouraged that the corresponding SPED pre-student teaching class is also taken.</b>
EDUC 2920	Pre-Student Teaching Field Experience - Secondary	None	1	Junior and Senior	
EDUC 2930	Pre-Student Teaching Field Experience – Elementary SPED	None	1	Junior and Senior	
EDUC 2940	Pre-Student Teaching Field Experience – Secondary SPED	None	1	Junior and Senior	
PSYC 1810	Introduction to Psychology	None	3	Junior or Senior	Optional
FACS 1150	Introduction to Early Childhood Education	None	3	Junior or Senior	Optional
ENGL 1010	Expository Writing	None	3	Junior or Senior	Optional
EDUC 1310	Introduction to Education	PSYC 1810	3	Junior or Senior	Optional

**Students must take at least four courses with at least one of the courses being “capstone courses” as part of the Business Academy.**

This interdisciplinary program provides students with a broad perspective of Business, Marketing, and Management Cluster at the population level and an exploration of business systems. The curriculum is based on a strong foundation in the Business, Marketing, and Management Cluster.

## Education Academy Course Descriptions

BBHS Teacher's Aid	<p>This is a class that gives the student a chance to work in varied settings. You may be an aide to a teacher, library staff, or work in any of the school offices. You must have written permission from the teacher, no failing grades the previous semester and approval of the principal. You will be evaluated at each mid-term and each nine weeks. This evaluation will be given to the high school principal. If any problems should arise, you may lose the privilege of being an aide. Upon successful completion, the student will receive a grade (at the semester only).</p>
BBHS College Composition	<p>Only qualified seniors are eligible to take this class. Qualifications include high achievement and/or ACT/PSAT scores, a qualifying essay, and the recommendation of previous English teachers. This course is patterned after freshman courses offered at Nebraska colleges and universities. Students will study the processes of close reading and effective writing. Rhetorical patterns studies and practices will include literary criticism, description, narration, exemplification, comparison-contrast, cause-effect, division-classification, and argumentation-persuasion.</p>
Pre-Student Teaching Field Experience - Elementary	<p>Directed field experience in an elementary regular classroom.</p>
Pre-Student Teaching Field Experience - Secondary	<p>Directed field experience in a secondary regular classroom.</p>
Pre-Student Teaching Field Experience – Elementary SPED	<p>Directed field experience in an elementary special education classroom.</p>
Pre-Student Teaching Field Experience – Secondary SPED	<p>Directed field experience in a secondary special education classroom.</p>

Introduction to Psychology	Accounting II is a continuation of the first-year course. Emphasis is placed on attaining accounting knowledge to pursue entry-level careers after high school. Students will expand their knowledge of accounting by gaining a broader understanding of business activities needed to maintain and interpret financial records for more effective management. A computerized practice simulation will be completed in this course.
Introduction to Education	A study of education in the United States viewed in terms of history, philosophy, finance, and administration. Educational functions and activities at the local, state, and national levels are examined. This course includes a field experience. <i>Prerequisites: ENGL 1010 and PSYC 1810</i>
Introduction to Early Childhood Education	An overview of early childhood education, history, trends and the philosophies of various programs
Expository Writing	Expository Writing I is designed to develop writing skills. Students write short papers and essays based upon their personal experience and/or assigned papers. The course emphasizes the clear written expression of ideas and the importance of organization, word choice, logic, and sentence construction. <i>Prerequisite: Minimum score on required COMPASS Reading and Writing placement exams or completion of ENGL 0990 with a grade of "C" or higher.</i>

# Tuition Assistance Opportunities

**Access College (ACE) Scholarship** – pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska’s colleges or universities, either through dual-enrollment or early enrollment agreements. For more information contact your high school counselor or go to <http://www.ccpe.state.ne.us/publicdoc/ccpe/ACE/>

## Workforce Development Eligibility:

- Student needs to be age 17
- Meet family income eligibility and have one of the following barriers:
  - Low reading and math skills
  - Homeless or foster child
  - Pregnant or single parent
  - Disability

Students will need to contact their local Nebraska Workforce Development Manager for more information:

Randy Kissinger, Grand Island: 308-385-6312 or [randy.kissinger@nebraska.gov](mailto:randy.kissinger@nebraska.gov)

Michelle Loeffelholz, Hastings: 402-462-1867 or [michelle.loeffelholz@nebraska.gov](mailto:michelle.loeffelholz@nebraska.gov)

## Vocational Rehabilitation:

Broken Bow: 872-6726

## Other options to check out in your community:

- Local Chamber of Commerce
- Local Scholarships

**See Mr. Schaaf if you have any questions!**

# Nebraska Career Cluster Model

