



Dear Students:

The J. Everett Light Career Center advocates Skills Training for Success in College and the Workplace. JELCC is excited to present this Course Description Booklet. Take some time to browse through and review the 25 program course offerings to find a career that best fits your professional interest.

As an enhancement to core classes, Career-Technical education provides:

- School-To-Work transition
- Small school environment
- Mastery hands-on activities
- Optional Education opportunities
- Practical experiences
- Differentiated instruction
- Interdisciplinary learning
- Unique Teacher/Learner role
- A long-term support and connection
- Advocates of the early childhood through adult learner philosophy
- Up-To-Date technology and learning tools
- Authentic assessments
- Tuition-free cost
- Certifications
- Dual credits with local colleges

Additional information may be found on our website [www.jelcc.com](http://www.jelcc.com). Make an appointment with your counselor for more information or to enroll. It is now time to join the dynamic area of Career-Technical Education.

Sincerely yours,  
Shawn Wright Browner  
Director, Career-Technical, Community & Continuing Education

### ***Who can take our classes?***

Our classes are available to students from our 12 sending high schools. Typically students are juniors or seniors. See your Guidance Counselor for specific grade level requirements.

### ***What's different about Career Center classes?***

Career Center classes relate academic subjects to the “real world of work”. Learn in a classroom specifically designed to resemble the related work atmosphere. The Career Center uses state-of-the-art equipment, computer programs and teaching techniques to give students the “hands on” experiences that students usually don’t experience until they enroll in post-secondary institutions.

## ***When do classes meet?***

Career Center classes meet every day for two or three hours. See the specific course descriptions for the number of hours that each course meets. We have a morning session and an afternoon session.

### ***Morning Session Times***

3 Hr. Class      7:30 am -10:23 am  
2 Hr. Class      7:30 am -9:18 am

### ***Afternoon Session Times***

3 Hr. Class      12:08 pm-3:00 pm  
2 Hr. Class      12:08 pm-2:00 pm

Cosmetology students meet at different times than listed above. See your counselor for specific class times.

## ***How many credits can I earn?***

Our students can earn elective high school credits for our courses. Upon passing a course for the semester, a student can earn three credits for a three-hour course and two credits for a two-hour course. The students' high school will add these credits to the transcript.

## ***What else can I earn?***

Students will receive a certificate of employability, which will list the job skills they have mastered. Upon recommendation by your teacher, the Career Center Director also will provide a written guarantee that you, the graduate, can perform the skills listed on the technical certificate. The *Student Skills Guarantee* is valid for a period of one year following completion of the program.

## ***How do I apply for a class?***

Students may obtain an application for our classes from their Guidance Counselor. Typically, Counselors will meet with students from December to March to plan a schedule of classes for the next school year. At this time the application and be completed. Many of our classes fill up quickly, so it is important that the student complete and return the application to his/her Counselor as soon as possible.

### ***What student services are available?***

Different support services are offered to any student enrolled in our classes. Many students benefit from counseling and instructional support to be successful in our programs. Staff members are available to provide these support services during the school day. Contact your high school counselor or the counselor at the Career Center for further information.

***JEL Learning Center:*** We provide individualized support during the school days to students enrolled in our classes. Our emphasis is on:

- \*Providing instructional support to promote a learning environment in which CTE students may develop to their fullest potential
- \*Fostering within students a sense of community, purpose and self-advocacy that will enable them to take initiative as they enter the workforce, post-secondary education or the military.

The Learning Center is here to serve you and do everything possible to assure you are successful at J. Everett Light. We are located in A Hall, inside the Media Center. For more information, please call the Special Education Coordinator at 317.259.5265.

### ***What extra-curricular activities are available?***

Students can participate in national career-technical youth organizations which encourage students to focus on community service, charity work, and competition on regional and national levels. These organizations help to build personal growth, leadership skills, and community involvement.

J. Everett Light Career Center students can qualify to become a member of the *National Career Technical Honor Society*. This is an international organization, which recognizes excellence, as well as student occupational proficiencies.

## ***I'm going to college...why should I take a Career Center class?***

There are some tangible benefits for taking Career Center classes during your high school career.

Many of the skills you learn here are transferable to adult life. They are also important if you plan to go on to some type of college after you graduate from high school.

Here's a few of the possible benefits of completing our classes:

1. A summer job with higher wage possibilities in the area of your course training
2. If your college career is interrupted for some reason (financial, health, family situation), you will have a skill that could be used supporting yourself and others.
3. Career Center class skills can be used later for a hobby or personal enjoyment.
4. These skills can be useful in becoming an informed and proactive consumer.

Admittedly, you must work carefully with your Guidance Counselor to prepare a four-year class plan that will allow you to take the necessary classes for college admission and still have time to take a two-or three-hour Career Center course.

It is possible to prepare for college and take one of our courses during your junior and senior year.

Here is a possible four-year plan for students working to earn an **Indiana Honors Diploma** (see your Counselor for specific requirements at your school):

### **9<sup>th</sup> Grade**

English  
Algebra  
Biology  
World History  
PE  
Foreign Language  
Electives

### **10<sup>th</sup> Grade**

English  
Geometry  
Foreign Language  
Science  
Speech/Health  
Fine Arts  
Electives

## **11<sup>th</sup> Grade**

English  
U.S. History  
Algebra  
Foreign Language  
3-hour Career Center  
Class

## **12<sup>th</sup> Grade**

English  
Govt/Econ  
Chemistry  
Pre-Calc  
3-hour Career Center  
Class

As you can see, it is possible to prepare for college admission and receive practical life skills training. Keep in mind that even though 75% of high school students go to college directly after graduation, statistics show that only 35% of all Indiana students will earn a bachelors degree within six years.

### ***College Credit for JEL Courses***

Enrollment in some of our courses could enable the student to receive college credit as well as high school credit. So, you will save time and money because you won't have to take these classes at college. Typically, these agreements require the student earn at least a "B" grade for each of four semesters to qualify for college credit. We are currently working on additional agreements for some of our other courses.

### ***College Credit Agreements for J. Everett Light Courses***

**It is possible to earn college credits while enrolled in our classes. The classes listed below offer this opportunity. Dual credit is dependent upon successful completion of the course. It is important that students check with our teachers at the beginning of the school year for specific course credit.**

**Animation/Film Production**

**Auto Service**

**Aviation Flight Technology**

**Culinary Arts Careers**

**Dental Assisting**

**Digital Media Arts**

**Early Childhood Education**

**EMT**

**Firefighting**

**Graphic Imaging**

**Health Care Careers, CNA and Medical Terminology**

**Medical Assisting**

**Veterinary Assisting**

**Web Design and Programming**

**Welding**

## Course Listings for 2011-12

Course Name	Prerequisite
Animation/Film Production (1 <sup>st</sup> year)	none
Animation/Film Production (2 <sup>nd</sup> year)	Animation/Film Production 1
Automotive Collision Repair Technology (1 <sup>st</sup> year)	none
Automotive Collision Repair Technology (2 <sup>nd</sup> year)	Automotive Collision 1
Automotive Maintenance/Detailing	none
Automotive Service Technology (1 <sup>st</sup> year)	none
Automotive Service Technology (2 <sup>nd</sup> year)	Automotive Service 1
Aviation Flight Management	none
Barbering	none
Building Trades Technology (1 <sup>st</sup> year)	none
Building Trades Technology (2 <sup>nd</sup> year)	Building Trades Technology 1
Business Technology Lab (1 <sup>st</sup> year)	Keyboarding
Business Technology Lab (2 <sup>nd</sup> year)	Business Tech Lab 1
Computer Repair (1 <sup>st</sup> year)	Keyboarding, Algebra
Computer Repair (2 <sup>nd</sup> year)	Computer Rep. 1
Cosmetology (1 <sup>st</sup> year)	none
Cosmetology (2 <sup>nd</sup> year)	Cosmetology 1
Culinary Arts Careers (1 <sup>st</sup> year)	none
Culinary Arts Careers (2 <sup>nd</sup> year)	Culinary Arts Careers 1
Dental Assisting (1 <sup>st</sup> year)	none
Dental Assisting (2 <sup>nd</sup> year)	Dental Assisting 1
Digital Media Arts (1 <sup>st</sup> year)	none
Digital Media Arts (2 <sup>nd</sup> year)	Digital Media Arts 1 & Teacher permission
Early Childhood Education (1 <sup>st</sup> year)	none
Early Childhood Education (2 <sup>nd</sup> year)	Early Childhood 1
Emergency Medical Technician	Seniors or 17 years old by Nov. 1
EMS, First Responder	Seniors or 17 years old by Nov. 1
Firefighting, Comprehensive	none
Firefighting, Introduction	none
Graphic Imaging (1 <sup>st</sup> year)	none
Graphic Imaging (2 <sup>nd</sup> year)	Graphic Imaging 1
Health Care Careers, CNA (one semester)	none
Health Care Careers, CNA and Med. Term.	none
Law Enforcement (1 <sup>st</sup> year)	none
Law Enforcement (2 <sup>nd</sup> year)	Law Enforcement 1
Medical Assisting	none
Music/Sound Production	none
Veterinary Assisting (1 <sup>st</sup> year)	none

Veterinary Assisting (2<sup>nd</sup> year)  
Visual Design and Advertising (1<sup>st</sup> year)  
Visual Design and Advertising (2<sup>nd</sup> year)  
Web & Software Programming (1<sup>st</sup> year)  
Web & Software Programming (2<sup>nd</sup> year)  
Welding (1<sup>st</sup> year)  
Welding (2<sup>nd</sup> year)

Veterinary Assisting 1  
Art classes  
Visual Design 1  
One year of college Algebra  
Web & Software Programming 1  
none  
Welding 1

# Course Descriptions

## ***Animation/Film Production***

One or two year program (invitation for second year by instructor), 2 hours per day

Prerequisite: none

Related College or Technical School Major: Film Studies, Telecommunications, Digital Media Arts

Job Opportunities: Videographer, Editor, Producer, Writer, Director

Do you love making and watching movies? Are you interested in learning to create animations? Then this 2 hour class is for you. In this class, you will explore the basics of simple animations, film genres and production. Throughout this course, you will learn to write, shoot, and edit animations and short films. After completion of this course, you will be able to obtain an entry level job in the TV/Film industry or take your skills and expand on them in college.

Software used: Apple Final Cut, Motion, Printshop, Microsoft Word

Projects: Flipbooks, Clay-mation, short computer animated skits, Web based animations, several types of short movies and one or two class feature movies.

Supply cost to student: none

## ***Automotive Collision Repair Technology***

One or two year program, 3 hours per day

Prerequisite: none

Related College or Technical School Major: Industrial Management, Design

Job Opportunities: Body repair technician, automotive painter, boat repair/paint, aviation painter

This class is designed to prepare students for employment in the collision repair industry. Students are trained in varied areas of the repair process including sheet metal repair, structural analysis, body fillers, paint processes including custom paint. Welding processes are also central to the curriculum.

Since many students do not have time in their schedules to take the class for two years, we try to make students employable with the necessary skills after one year.

Our program is an I-Car Alliance approved training facility.

### *A sample of first year topics/activities:*

General products/material information

Equipment and tool usage

Non-structural body repair

Auto painting

Welding

A sample of second year topics/activities:

Frame straightening and structural repair  
Computer/laser damage analysis  
Custom painting  
Development of repair speed to industry levels  
Co-op potential for 2<sup>nd</sup> semester

Supply cost to student: Work uniform, safety glasses and automotive paint respirator, approximately \$17.00

***Automotive Maintenance/Detailing***

One year program, 2 or 3 hours per day  
Prerequisite: none  
Related College or Technical School Majors: Auto Service Technician  
Job Opportunities: Quick lube shops, brake and muffler shops, electronic stores

This class will be suited for students who like to work on automobiles, but are not interested in major auto repair. Students will learn the techniques used in basic auto maintenance shops. Procedures to safely and proficiently change engine oil, replace other necessary fluids, lubricate chassis' and other basic car maintenance topics will be covered. Students will learn to do simple brake shoe changes and brake adjustments. Exhaust system function and repair will also be a topic of instruction. Radio installation and other interior customizing details will be covered in the second semester. If a student wants to continue with an automotive related field for the second year, he/she should consider Auto Service Technology.

***Automotive Service Technology***

One or two year program, 3 hours per day  
Prerequisite: none  
Related College or Technical School Majors: Auto Service Technician, Industrial Management, Engineering  
Job Opportunities: Automotive dealership (service, parts), Independent Repair Garages, aftermarket companies specializing in part production and marketing

The Automotive Service Technology Program is certified by the National Automotive Technical Education Foundation (NATEF). Instructors are Certified Master Technicians (ASE). Classroom and Lab activities include instruction in the basics of modern automotive construction and operation, service, and maintenance. Unit information and practical hands-on experience start at beginner skill levels and progress to entry-level employment.. The first units include the necessary basics of shop safety, tool usage, parts identification and the principles of component operation. Subsequent units progress to more involved assignments and 'hands-on" experience in: starters and alternators, wheel alignment, brakes, engines, automatic and manual transmissions, engine diagnostics, and heating and air conditioning.

A Sample of First Year Activities/Topics

Instruction in hands-on repair for:  
The basics of engine overhaul and engine tune-up.  
Brake system fundamentals.

Principles of vehicle alignment and suspension.  
Automotive electrical and computer systems.

### *A Sample of Second Year Activities/Topics*

Diagnosis and repair of Air-conditioning and heating systems  
Transmission and transaxle repair (Automatic and Manual)  
Trouble shooting techniques for Electrical and computer systems  
Air-conditioning repair and/or conversion  
Advanced engine repair and/or replacement.

Supply costs to student: Work uniform, protective shoes, safety glasses. Tools are provided, however, students are encouraged to consider starting to purchase tools for their own use. Cost for all supplies is approximately \$45.

### ***Aviation Flight Management***

One year program, 3 hours per day

Prerequisite: Must be junior or senior

Job Opportunities: Career paths will be examined in airline management, airport management, flight, aircraft maintenance, air traffic control and aircraft production.

Do you like airplanes? Are you interested in flying and understanding the dynamics of the aviation industry? Would you like to be ready to get your pilot's license? This 3 hour class will be divided into two parts. One part of the class will concentrate on ground school –student pilot- flight training. The curriculum covers navigation, meteorology , radio communications and Federal Air Regulations. Upon successful completion of this class you will have completed the FAA written examination and be ready to start flying at any local airport. The second part of the curriculum consists of an overview of the aviation industry and associated careers, aviation safety practices, aviation regulations, design and construction of aircraft (model airplane building), and control systems for both reciprocating and gas turbine engines.

### ***Barbering***

Two year program, 4 hours per day for 3 credits

Student must have 20 hours of class per week and attend extra hours on evenings and/or weekends.

100 hours of instruction is required in the summer between that first of second year of the class

Job Opportunities: Professional licensed barber

The Barbering program is designed to qualify students for the State Board of Barbering Culture examination, thereby providing them with the knowledge and skills to practice as barbers in the state of Indiana. Activities include the theory and practice of facial massage, sanitation, cutting, styling, shaving and coloring.

To meet the requirements of 1500 hours of instruction set by the Board, students attend class a minimum of 20 hours per week. This requires students to spend some additional time in the evenings or on Saturdays. Students must also be able to schedule four hours of class-time into their regular school schedule.

There is also a minimum of 100 hours of summer school required between the first and second years of the program.

Supply costs to student: Cost of a kit of supplies and electric hair clippers for the two years of the program is \$500. Students may also need to provide their own transportation to the school site.

### ***Building Trades Technology***

One or two year program, three hours per day

Prerequisite: no prerequisite (Sophomores can take if completed Construction Systems & Construction Processes classes)

This class provides instruction in the basic skills required of the carpenter and the mason in the construction of residential or other light-frame and masonry buildings. Extensive experience gained in building layout, foundations, framing, block work, brick and concrete construction. Students will develop accurate and precise measuring skills and an advanced understanding of hand and power tool operation.

Job Opportunities: Carpenter, plumber, electrician, concrete worker

Supply costs to student: \$5.00 office supplies, \$25 for youth organization (optional)

### ***Business Technology Lab***

One or two year program, two or three hours per day

Prerequisite: Keyboarding

Related College or Technical School Majors: Business, Office Management

Job Opportunities: Professional offices, retail business, insurance

Students will perform activities in a simulated office atmosphere that duplicates a modern office in physical appearance, equipment, atmosphere, and learning experience. Students have the opportunity to learn various software packages used in offices today. Additional activities are designed to reinforce previously learned business skills such as telephone usage, oral and written communications, job securement techniques, positive human relations, records management, and other related skills.

#### *A sample of first year topics/activities:*

Microsoft Office:

MS Word, Excel, PowerPoint, Publisher

Business Document Formatting

Refine Keyboarding Skills

Job Seeking Skills

Electronic Calculators

Transcriptions  
Group/Individual Projects

*A sample of second year topics/activities:*

Supervised work experience under direction of Lab Coordinator

Supply cost to student: \$25 club fees (optional), \$5 supplies

## **Computer Repair**

One or two year program, two or three hours per day

Prerequisite: Keyboarding, Algebra

Related College or Technical School Majors: Computer Programming, Technology or Science

Job Opportunities: Computer Technician, Help desk technical support

The Comp TIA is an industry recognized certification that denotes an individual's knowledge of computer hardware components and operating systems upon completing the examination. Earning the A+ certification means the student possesses the knowledge to set up, test, and repair a PC computer as well as understanding the latest Windows operating systems. Students will assemble a computer and if the grade requirements are met, will be permitted to keep the computer.

### **First year**

Add and remove computer components

Identify common peripheral devices, install IDE and SATA devices

Learn troubleshooting skills

### **Second year**

Study Network + certification

Configure and operate a variety of networking products

Reading and writing skills are important in this class. Technical manuals are an important part of this course of study. Students will be expected to be able to read these instructions and be able to write descriptions of repair procedures.

Supply cost to student: Flash drive to use daily in class

## **Cosmetology**

Two year program, 4 hours per day

Prerequisite: none

The Cosmetology program is designed to qualify students for the State Board of Beauty Culture examination, thereby providing them with the knowledge and skills to practice as beauticians in the state of Indiana. Activities include the theory and practice of facial massage, makeup, manicuring, sanitation, hairdressing, cutting, styling, and coloring.

To meet the requirements of 1500 hours of instruction set by the Board, students attend class a minimum of 20 hours per week. Students must also be able to schedule four hours of class-time into their regular school schedule.

There is also a minimum of 75 hours of Job Shadowing required between the first and second years of the program.

Supply cost to student: Books, supplies, and uniform approximately \$565.

## **Culinary Arts Careers**

One or two year program, 3 hours per day

Prerequisite: none

Related College or Technical School Majors: Culinary Arts, Foodservice Management, Hospitality Management, Hotel Management, Entrepreneurship.

Job Opportunities: Sous chef, Executive Chef, Line Cook, Cake designer, Pastry Chef, General Manager, Dietitian, Event Planner and many more.

Students will spend the first year here at the career center learning all the basics of cooking and the second year concentrating on such areas of International Foods; Baking and Pastry; Entrepreneurship; and Lodging Management. The National Restaurant Association has created a set of textbooks that teach everything from measurements, recipe conversion, equipment, stocks/sauces, potatoes/grains to how to serve guests properly and menu development. This classroom has just recently been built and serves as a lecture area and as a brand new institutional kitchen. This new facility allows the students hands-on experience with equipment that is the back bone of most restaurant kitchens. All equipment is used to complete weekly labs that will cover pertinent cooking and baking skills. Each student will have the opportunity to be the Serv-Safe certified which is now mandated by the State of Indiana to have one employee certified per work shift. This certification allows students to have an industry recognized certification and may even allow them to pay less money when attending post-secondary schools and earn more money in the industry. In addition, once the student has completed the two year curriculum they have the opportunity to leave the program with 6-9 post-secondary credit hours from Ivy Tech Community College. The National Restaurant Association offers scholarships for completion of certification exams and internship hours.

### A sample of first year topics/activities:

Cooking; meat, poultry, salads, desserts

Sanitation, safety, nutrition, food costs

Food service equipment, menu development

A sample of second year topics/activities:

Basic dough, cake decorating, herbs, spices

Types of hotels, build your own restaurant

**Dental Assisting**

One or two year program, three hours per day

Prerequisite: none

Related College or Technical School Majors: Dental Assisting, Dental Laboratory Technician, Dental Hygiene, Dental Program

Job Opportunities: Dental assistant, Office assistant, Dental Lab Assistant  
Expanded Dental Assistant, Dental Sales

A Dental Assistant career will give you something to smile about . . . it is challenging and the job outlook is excellent. Dental assistants have one of the most diverse and interesting of all positions in a dental office. Employment in this field is expected to grow much faster than average for all occupations through 2014. The Bureau of Labor Statistics predicts that it will be the third fastest growing occupations.

The JEL Dental Clinic is a part of the education and experience of the students as they assist local dentists and hygienists in providing dental care for students in the school districts. A rotation in local dental offices/dental commercial laboratories is also an integral part of the program; students must provide their own transportation to rotation sites.

When a student successfully completes one year of this program he/she will have the knowledge and skills to take the Dental Assisting National Board (DANB) *Infection Control* examination.

The Indiana State Dental Health Department has approved the JELCC Dental Radiology program. As a result, if a student completes two years of this program he/she will be eligible to take the DNAB *Radiation and Safety* examination.

A sample of first year topics/activities:

Basic skills of chair-side and laboratory assisting

Study dental theory in anatomy and terminology

Review of current job opportunities

Hands-on experience

Assignment to local dentist offices

Development of a career portfolio

A sample of second year topics/activities for Dental Assisting Career Path:

Raise overall skills

Explore specialty areas in dentistry

Learn “expanded skills” in the JEL clinic and job setting  
Office Management

*A sample of second year topics/activities for Dental Laboratory Career Path:*

Explore specialty areas in dental laboratory  
Fabrication of full cast crown for impressions  
Shadowing experience in commercial labs in a variety of areas  
Develop skill in inventory systems using computer programs

Supply cost to student: Approximately \$35 for uniforms and other supplies. Students must also get a hepatitis vaccination

### ***Digital Media Arts***

One or two year program, two or three hours per day

Prerequisite: none

Related College or Technical School Majors: Recording Arts, Audio Engineering, Audio Production

Job Opportunities: Sound engineer, production assistant, creative producer, audio production, sound crew technician

Media is everywhere! Movies, music, television, You Tube, and more! This class takes you inside all aspects of digital audio and digital video production. The student will acquire skills while making short films, music videos, DJing on WJEL 89.3 and producing other creative projects. You’ll edit video, audio, and animations while working with current software used in radio, television, and film. Students will also be given opportunities to create music mixes, You Tube videos, and be involved in radio sports casting or news casting. Facilities are college-level and include 13 radio studios, 18 video edit bays, a fully equipped TV studio and WJEL radio.

Supply cost to student: headphones and adapter

### ***Early Childhood Education***

One or two year program, three hours per day

Recommended prerequisites: Child Development and Parenting, Advanced Child Development, Orientation to Life and Careers, Nutrition and Wellness. Students must have a criminal background check, TB test and drug screen

Related College or Technical School Majors: Early Childhood Education, Elementary Education, Nanny Certification, CDA (Child Development Associate)

Job Opportunities: Teaching Assistant in a child care center, Camp Counselor, Nanny, In-home child care

The primary focus of this class is to prepare high school students for entry - level positions in early childhood related fields and to provide the foundation for study in higher education that leads to child – related careers. Units of study include various aspects of child development, how to plan and supervise activities for young children, administrative structure and operational procedures of child care centers. Class time is divided between formal class work, independent study and volunteer work in the J. Everett Light Child Care Center. During the second semester, students will participate in an internship at a local childcare center or elementary school.

*A sample of first year topics/activities:*

Become familiar with child care licensing regulations  
Volunteer in the child care center a minimum of one day per week  
Develop and teach activity plans

Design a learning center  
Six week internship

*A sample of second year topics/activities:*

Volunteer in the child care center a minimum of two days per week  
Create materials for learning centers  
Develop unit plans  
Write lesson plans  
Lead activities in the child care center  
Create child care schedules  
Six week internship

Supply cost to student: Physical Exam (cost varies), TB test typically \$5-\$15 (offered at JEL for a reduced cost), 5 panel drug test \$40, Criminal History Background Check cost to be announced, Binder \$3.50, purchased in class

***Emergency Medical Technician***

One year program, three hours per day  
Prerequisite: Senior grade level or 17 by November 1  
Related College or Technical School Majors: Pre-Medicine, Nursing, other medical  
Job Opportunities: EMT, hospitals, fire departments, Ambulance Company

Anatomy and physiology of the human body will be covered in great detail. Clinical experiences include ride outs on ambulances and/or fire trucks. A variety of rescue techniques, ambulance operations and hazardous material awareness will also be taught. Use of the school ambulance will provide training experiences. Upon successful completion of this course, students will be qualified to take the state certification exam.

Supply cost to student: Approximately \$100 for uniform and other items.

***EMS, First Responder***

One semester program (first semester), three hours per day  
Prerequisite: Senior grade level or 17 by November 1  
Related College or Technical School Majors: Pre-Medicine, Nursing, other medical  
Job Opportunities: EMT, hospitals, fire departments, Ambulance Company

Students will learn the skills to act in a time of emergency that could save someone's life. This semester course will teach skills such as airway management, splinting of fractured bones, actions to take in respiratory emergencies, Adult, Child & Infant CPR, how to take blood pressures and vital signs. This course is introduction to EMT. Upon successful completion of this course, students will be qualified to take the state certification exam.

### ***Firefighting, Comprehensive***

One year program, three hours per day

Prerequisite: none

Related College or Technical School Majors: Firefighting

Job Opportunities: Fire Departments

The Firefighting course prepares you with the skills necessary to join a fire department. Opportunities exist to ride with area fire departments and gain actual experience in fire house and riding on apparatus while determining if this is a career for you. Protecting lives and property is the core of the curriculum. If you like helping others in a time of need and crisis, this is a great profession with priceless rewards.

Students learn about ladders, hose, fire streams, fire extinguishers, auto extrication, ventilation, forcible entry, power tools, self contained breathing apparatus (SCBA), emergency dispatch/communications, personal protective clothing, hazardous materials..... and much more. We take several field trips as they are related to the program. You can't learn how to become a fire fighter by sitting in a classroom, so we are outside or on the training ground frequently.

Upon successful completion of this course, students will be qualified to take the state certification test.

Supply cost to student: Approximately \$125 for uniform and other supplies.

### ***Firefighting, Introduction***

One semester program (first semester), three hours per day

Prerequisite: none

Related College or Technical School Majors: Firefighting

Job Opportunities: Fire Departments

Students will learn the entry level skills such as search & rescue of victims, fire behavior, strategic fire attack to fire extinguishment, fire streams and water flow, radio communications with dispatch operations, disaster preparedness, plus more. Student may apply for internship possibility for second semester. Upon successful completion of this course, students will be qualified to take the state certification test.

### ***Graphic Imaging***

One or two year program, two or three hours per day

Prerequisite: none

Related College or Technical School Majors: Design, Desktop Publishing, Graphic Communication

Job Opportunities: desktop publishing, press operator, binder/finish operations equipment sales and service

This course focuses on graphic communications, preparing students for entry-level positions in this field. Students gain a thorough working knowledge of the printing industry, with an emphasis in offset printing. Screen-printing and relief printing are also studied.

Areas of study include electronic imaging, basic offset press, plate making and finishing and bindery. Screen-printing includes single and multicolor skills for printing on fabric and other flat surfaces. Relief printing includes numbering, scoring, perfining, and die cutting.

Students experience the production of printed communication from ideation to delivery of the product. In this process, students develop a working vocabulary of the industry and equipment operation skills.

Second year students may have an opportunity to do actual work in a job setting. The students may qualify for college credit from Vincennes University.

*A sample of first year topics/activities:*

Screen-printing  
Stenographers note book  
Spiral bound note book, die cut note pad Four color process poster  
Tri-fold brochure etc.

*A sample of second year topics/activities:*

Skill building activities in all areas or areas of choice.  
Large production work: Horse show premium book, Football clinic book, North and South All Star Program etc.

Supply cost to student: Less than \$30 for supplies

## **Health Care Careers, CNA**

One semester program, three hours per day  
Prerequisite: none, but students must have TB test, criminal background check, and drug screen. Social Security number needed for CNA certification  
Related College or Technical School Majors: Nursing, LPN, various other medical  
Job Opportunities: Nursing homes, Hospitals, Medical offices

This program has a basic objective; Prepare students to find employment at an entry level position in hospitals, nursing homes or doctors' office by teaching the students skills to become a Certified Nursing Assistant. Upon successful completion of this course, students will be qualified to take the state certification test.

*All students must have a physical, 2 step TB test and a criminal background check to participate in the class.*

*A sample of topics/activities:*

Learn basic nursing skills

Intern in a clinical setting (hospital, nursing home)

Supply cost to student: Uniform and name tag \$42. Wristwatch and white shoes also needed. Other supplies approximately \$40.

### ***Health Care Careers, CNA and Anatomy/ Medical Terminology***

One year program, three hours per day

Prerequisite: none, but students must have TB test, criminal background check, and drug screen. Social Security number needed for CNA certification

Related College or Technical School Majors: Nursing, LPN, various other medical

Job Opportunities: Nursing homes, Hospitals, Medical offices

The Health Care Careers Program has a two-fold objective; it prepares students for entry-level certified nursing assistant (CNA) positions in health care facilities. The students will learn 48 patient care skills along with required classroom and clinical hours required to sit for the Indiana State Certified Nurses Aide exam. The class will also provide an exploration of the various careers in the health care industry. In addition, this course provides an academic foundation in anatomy and physiology, medical terminology, infection control, human growth and development, and communication. To allow for real world working experience, students may be allowed to have non-paid and apply for paid internships to see what they have learned and see health care professionals in action.

Upon successful completion of this course, students will be qualified to take the state certification test.

#### *A sample of topics/activities:*

Participate in occupational/professional organization (HOSA)

Understand concept of health care team

Clinical experience in CNA field

Describe the structure & function of each body system

Define, pronounce, spell medical terms

Determining a patient's vital signs

First aide practices

Assisting patient's with activities of daily living

Guest Speakers from healthcare disciplines, Shadowing of health care disciplines

Field trips to healthcare facilities, local post secondary campuses

Internships

CPR certification

#### Supplies needed by student:

Physical Exam and immunization record at student's expense

2 step TB testing

TB testing available for \$5 per each injection

Indiana State Police Criminal history check

Uniforms required thru Nanco Uniform Co. -approximately \$42.00

Gait belts, Stethoscope, Sphygmomanometer package-\$31.00

## ***Law Enforcement***

One or two year program, three hours per day

Prerequisite: none

Related College or Technical School Majors: Criminal Justice, Political Science, Criminology, Pre-Law, Police Administration

Job Opportunities: Police Officer, Crime Scene Investigator, Federal Agent, Homeland Security, Corrections Officer,

Courtline Deputy, Personal Protection and Security Officer, Conservation Officer.

The Law Enforcement program is designed to provide the knowledge and skills necessary to enter the criminal justice field. Students will study basic fundamentals of the criminal justice system and how they apply in today's society. Training is based on standards and content similar to that provided by officially designated law enforcement agencies. Over a two year period, this program will cover such topics and methods of instruction as; police history and theory; criminal, juvenile, civil, traffic and alcoholic beverage laws; crash investigations, and community relations. Additional activities simulating criminal investigations will be used to teach scientific knowledge related to anatomy, biology, and chemistry. Oral and written communication skills will be reinforced through activities that model public relations and crime prevention efforts. Students will be held to a high standard of conduct, academic achievement and performance. This course will be a challenging one requiring hands-on lab activities and role play exercises designed to reinforce learning objectives. Students will also have the opportunity to develop their agility and physical fitness capabilities.

Supply cost to student: Students wear a uniform daily and are responsible for its purchase. Approximate uniform cost is \$50.

## ***Medical Assisting***

One year program, two hours per day has no clinical experience or three hours per day with clinical experience

Prerequisite: none, but students must have a criminal background check, TB test and physical

Job Opportunities: Medical offices, clinics, hospitals, pharmacies

The medical assistants' curriculum offers students an introduction to the allied health fields. Student will explore a number of health related disciplines, and learn associated entry level skills. Students will learn to assist in the performance of diagnostic procedures, and physical examinations. Students will also learn to assist with patient education and the business of medical practices. Varied instructional strategies are used to learn medical terminology, anatomy and physiology, pharmacology, health maintenance and disease prevention. Successful completion will result in first Aid and CPR certification. Students will experience classroom instruction and practical hands-on experience in an actual medical facility if they choose the 3 hour version of the class.

Supply cost to student: Uniform and wristwatch. Students will also be required to get a TB shot, physical, and criminal history check at their own expense. The student must provide their own transportation to clinical site if they choose the 3 hour version of the class.

## ***Music/Sound Production***

One year program, 2 hours per day

Prerequisite: none

Related College or Technical School Major: Recording Arts, Audio Engineering, Audio Production

Job Opportunities: Sound engineer, production assistant, creative producer, audio production, sound crew technician

This class combines the skills of digital audio recording and mixing with a student's love for music. Students will have an opportunity to help create music and mixes with instruments and software currently used in the recording industry. Students will also learn techniques for engineering and mixing live music performances. Projects will help students acquire skills in music composition, sound editing, sound mixing, and movie soundtrack creation. The class will organize, market and produce a live concert as a semester project. Students will also have an opportunity to perform on WJEL radio as a personality or musician.

## ***Veterinary Assisting***

One or two year program, three hours per day

Prerequisite: Biology

Related College or Technical School Majors: Veterinary Science, Veterinary Technician

Job Opportunities: Veterinary assistant

This program offers the opportunity of a one hour academic credit in Advanced Life Science: Animal Science for each semester. They also will be offered an introduction to the science and art of providing professional support to veterinarians. Advanced Veterinary Assisting is offered to the second year to give the students greater depth into veterinary nursing. Students will also be introduced to post-secondary opportunities in Veterinary Science.

Hands on experiences will be provided via extended laboratory opportunities in veterinary offices, hospitals, local shelters and stables.

Students will also be given the opportunity to join the professional youth organization of Health Occupations Students of America. They will elect officers, hold meeting, fund raise and do community service projects. These activities are included in the classroom curriculum. They may also qualify to participate in the State Leadership Conference and Competition held in April.

### ***A sample of first year topics/activities:***

Restraint Techniques

Fecal Collection and Flotation

Admitting and Discharge

Wound Management

CPR/First Aid

Topical Application of Medication

Bathing Dogs and Cats

### ***A sample of second year topics/activities:***

Surgical Gowning and Gloving

Preparation of Surgical Packs

Positioning and Prepping for Surgery  
Venous Blood Draw  
Subcutaneous Injections  
Physical Exam  
Restraint and Grooming of Horses  
Physical Exam of Birds

Supply cost to student:

Scrubs: one set \$42  
White Leather Shoes: \$30

***Visual Design and Advertising***

One or two year program, two or three hours per day  
Prerequisite: high school art classes, advanced computer experience  
Related College or Technical School majors: Art, Advertising, Graphic Design, Visual Communications  
Job Opportunities: Graphic designer, Advertising, Freelance Artist

Students will create advertising and promotional materials by using their knowledge of layout, illustration, and computer design abilities. Students will be instructed in the basic elements of design, drawing, illustration, and technical pre-press techniques. Students who are serious about design, organized, independent workers able to manage several different projects at one time will find this course beneficial. A strong emphasis will be placed on the development of design ideas, problem solving skills, client projects and presentations. All students will build a portfolio throughout the year for college and work placement. Once a month a college or industry guest speaker to visit and share information so students will be prepared for the next step toward their future.

*A sample of first year topics/activities:*

Typography	Menu & CD design
Logo design	Product & Packaging design
Printing basics	Illustrator, In Design & Photoshop programs
Advertising layout & design	Presentation and Critiquing
Poster/invitation/brochure design	Independent art projects

*A sample of second year topics/activities:*

Advanced projects, develop and build on previous skills, and refine techniques to improve their portfolio work. Chance for internships and work placement.

Supply cost to student: Approximately \$125 mandatory supply kit that must be purchased the first week of class, available in the JEL bookstore. All students must have professional dress clothes for presentation days.

## ***Web & Software Programming***

One or two year program, two or three hours per day

Prerequisite: 1 year college prep Algebra

Related College or Technical School majors: Computer Science, Computer Technology

Job Opportunities: Computer Programmer, Systems Analyst, Web Developer, Webmaster

Ever wonder how your favorite video game or web site was made? Are you interested in finding a career that is both challenging and fun? Web & Software/Programming might be just what you want.

In this class you will learn at least two of the most popular programming languages and will develop web pages using HTML and web development software. Knowing the foundational concepts of programming and web development will prepare you to decide the direction to take in your post-high school education.

Students are encouraged to move through the material as quickly as they can. While no previous experience is necessary, students with experience will be allowed to do advanced work. Students enjoy a business like environment while learning valuable skills through challenging real world assignments.

### *A sample of first year topics/activities:*

Programming Design

Programming Concepts

Writing programs in Visual Basic

Web page development using HTML and website design software

Writing programs in Java

### *A sample of second year topics/activities:*

Large program development

Advanced topics in Visual Basic and Java

Writing programs in C++

Writing programs in C#

Independent projects

Working with users to develop production programs

Supply cost to student: Business Professionals of America dues, approximately \$25 (optional)

## ***Welding***

One or two year program, two or three hours per day

Prerequisite: none

Related College or Technical School Majors: Industrial Management, further Welding Certifications

Job Opportunities: Heavy construction, racing industry, oil industry, self-employed contractor, aircraft maintenance, fabricator

This program is designed to prepare students to join the workforce or continue their education. The main emphasis is placed on theory and practice of shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, oxy-fuel cutting. Students are also instructed on general shop safety and how to set up and use various hand and power tools safely. The welding program follows the American Welding Society (AWS) curriculum, which offers students the opportunity to earn an AWS certification. This certification will be recognized throughout the United States, Canada, and much of the world. Students may earn up to 9 hours of dual credit in welding through, IVY Tech State College.

A trained welder has many opportunities for a rewarding career in the industry or he/she can become self-employed. The experienced welder makes excellent wages, but must be willing to work under conditions that often require strenuous physical activity.

### *A sample of first year topics/activities:*

First year welding will learn how to use oxy-fuel torches

Shielded metal arc welders

Gas metal arc welders.

Students will also learn basic shop math and blue print reading

Basic Fabrication

### *A sample of second year topics/activities:*

Learn how to flux core arc weld

Gas tungsten arc weld

Various leadership skills needed to use in the weld shop

Supply cost to student: Cost of gloves, safety glasses, work boots