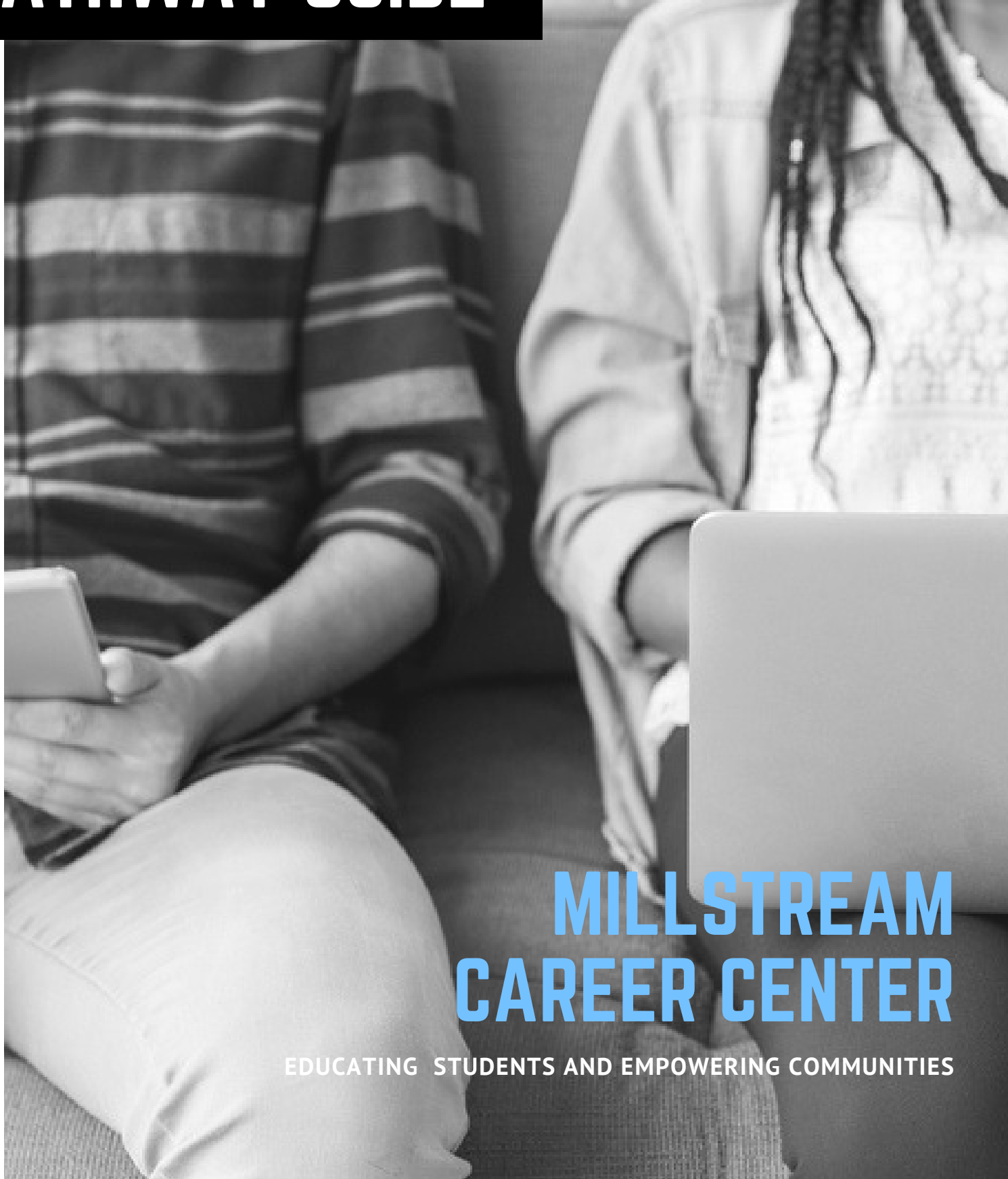


2019 - 2020 PATHWAY GUIDE



ARCADIA | ARLINGTON | CAREY | CORY-RAWSON | FINDLAY | LEIPSIC | LIBERTY BENTON | MCCOMB
MILLER CITY | OTTAWA-GLANDORF | PANDORA-GILBOA | RIVERDALE | VAN BUREN | VANLUE



MILLSTREAM CAREER CENTER

EDUCATING STUDENTS AND EMPOWERING COMMUNITIES

Millstream Career Center

Pathway Guide

2019-2020

Millstream Career Center is committed to training students in their program of study and prepares them for a career, further training, or collegiate studies upon graduation from high school. Course work consists of related classroom instruction and practical hands-on projects and experiences aimed at developing the knowledge and skills required for career success.

Development of leadership skills that are critical in today's workplace are accomplished in part through membership and participation in the following co-curricular organizations: DECA – An Association of Marketing Students, SkillsUSA, FCCLA – Family, Career and Community Leaders of America, and FFA – Future Farmers of America.

This course pathway guide will provide you with valuable information when choosing a program of study. Our classes will give you a jump start into your career. If you have questions, please contact our guidance office at 419-420-3353 to speak with MCC counselor, Ms. Marla Stacey. We want to ensure that your high school experience allows for opportunities beyond the traditional pathway. Take advantage of all the opportunities that are available to you and allow Millstream Career Center to be a step toward your career pathway.



Director
Millstream Career Center
1150 Broad Ave.
Findlay, Ohio 45840
419-425-8293



EDUCATING STUDENTS,
EMPOWERING COMMUNITIES

#theSTREAM



JUNIOR/SENIOR PROGRAM OFFERINGS

Automotive Technology

Automotive Shop Safety and Foundations, Brakes, Engine Performance, Electrical/Electronics, Steering and Suspension

Business Technology

Office Assisting, Clerical Services, Graphic Design, Print Production, Small Business Experience

Computer Networking & Support

CISCO Training, Computer Troubleshooting, IT Engineering & Management; Network: Design, Installation, Maintenance & Security

Computer Programming

Software Development Technology, Program Development, Acquisition of Computer Language, Program Simulation

Construction Skills

Site Preparation, Demolition & Renovation, Framing, Masonry, Electrical, Plumbing, Green Technology, Roofing

Cosmetology

Hair Styling, Coloring; Spa Techniques: Nails, Pedicure, Nail Enhancements, Nail Art, Massage, Skin Care, Make-Up Techniques

Culinary Arts

Food Safety & Sanitation, Menu Planning, Cooking Techniques, Food as Art, Plate Presentation, Customer Service

Engineering & CAD Technology

3-D Design, SolidWorks, ArchiCAD, Hydraulics, Pneumatics, Electronics, Robotics, Industrial Plastics Molding, Architectural Design, Model Building

Health Professions

Facility/patient infection control, safety practices, State Tested Nurse Aide Training and ODH quality of core requirements, Medical Terminology, Diversified Health Occupations, Phlebotomy

Hospitality & Restaurant Services

Food Safety & Preparation, Customer Service, Facility Maintenance, Linen Services, Housekeeping

JTC (Job Training)

Career preparation, financial literacy, business readiness, health literacy, safety, communication, customer service, problem solving, critical thinking

Marketing

Foundations of Business, Entrepreneurship, Customer Relationships, Market Research

Media Production & Visual Design

Audio / Video Production, Broadcasting Techniques, Photography, Cinematography, Journalism

Performing Arts

Acting Performance, Acting & Script

Teaching Professions

Child Development, Instructional Activities, Learning Center Design, Supervision, Bulletin Board Design, Positive Guidance, Training in Communicable Disease, Child Abuse, First Aid and CPR

Welding

Welding Safety, Fabrication, Welding Engineering & Design, Sculptures, Cooperative Work Experience



AUTOMOTIVE TECHNOLOGY

Mandatory Classes for Automotive Pathway				
Grade	Course Name	MCC Course #	EMIS Course #	Credit
11	Ground Transportation Maintenance	394 or 394CCP	177000	1.5 credits
11	Braking, Suspension, & Steering Systems	395	177003	1.5 credits
12	Ground Transportation Electrical/Electronics	494	177002	1.5 credits
12	Engine Performance	495	177006	1.5 credits

Auto Technology I: Ground Transportation Maintenance	394 or 394CCP
Semester: 3 periods per day – 1.5 credits Dues: \$30.00 SkillsUSA	Grade: 11
Co-requisite: Braking, Suspension, & Steering Systems (395)	
<p>In this first course, students will apply skills needed to inspect and perform general service on vehicles. Students will research applicable service information and technical service bulletins, and perform maintenance on vehicles. Students will inspect and service engine, drivetrain, suspension, steering, electrical and braking systems. Students will perform ignition maintenance including spark plug/glow plug and ignition wire and coil pack replacement. Additionally, students change fluids, filters and inspect vehicles for leaks and fluid condition.</p>	

Auto Technology I: Braking, Suspension, & Steering Systems	395
Semester: 3 periods per day – 1.5 credits Dues: See above	Grade: 11
Co-requisite: Ground Transportation Maintenance (394 or 394CCP)	
<p>Students will perform inspections, troubleshoot malfunctions and service automotive undercarriage systems. Students will identify poor performing hydraulic brake systems and replace malfunctioning components. Students will install coil and leaf springs, shock absorbers and struts, and replace wheel bearings. Students will inspect and replace automotive steering components and perform wheel alignments. Additionally, students will disable and enable supplemental restraint systems (SRS) and replace anti lock brake systems components.</p>	

Auto Technology II: Ground Transportation Electrical/Electronics	494
Semester: 3 periods per day – 1.5 credits Dues: \$30.00 SkillsUSA	Grade: 12
Prerequisite: Ground Transportation Maintenance (394 or 394CCP) and Braking, Suspension, & Steering Systems (395)	
Co-requisite: Engine Performance (495)	
<p>Student will diagnose and repair vehicle electrical systems, including chassis electrical, charging, starting and lighting systems. Students will learn the fundamentals of direct current (DC) electronics including series, parallel, and series-parallel circuits. Students will use electronic diagnostic tools, read schematics, and utilize printed and electronic repair manuals to troubleshoot electrical circuits, test components and replace defective modules.</p>	

Auto Technology II: Engine Performance	495
Semester: 3 periods per day – 1.5 credits Dues: See above	Grade: 12
Prerequisite: Ground Transportation Maintenance (394 or 394CCP) and Braking, Suspension, & Steering Systems (395)	
Co-requisite: Ground Transportation Electrical/Electronics (494)	
<p>Students will research vehicle service histories using model specific service bulletins. Students will test and diagnose for engine performance in fuel, air induction and exhaust systems using advanced testing procedures. Topics include computerized engine controls including retrieving and recording diagnostic trouble codes using On Board Diagnostics (OBD). Additionally, students will diagnose driveability and emissions problems resulting from malfunctions of interrelated systems.</p>	

BUSINESS TECHNOLOGY

Mandatory Classes for Business Technology Pathway				
Grade	Course Name	MCC Course #	EMIS Course #	Credit
11	Business Foundations	351	141000	1.5 credits
11	Fundamentals of Business & Administrative Services	352	142000	1.5 credits
12	Management Principles	353	141025	1.5 credits
12	Operations Management	354	142020	1.5 credits

Business Technology I: Business Foundations	351
Semester: 3 periods per day – 1.5 credits Dues: \$30.00 SkillsUSA	Grade: 11
Co-requisite: Fundamentals of Business & Administrative Service (352)	
This is the first course for the Business and Administrative Services, Finance, and Marketing career fields. It introduces students to specializations within the three career fields. Students will obtain knowledge and skills in fundamental business activities. They will acquire knowledge of business processes, economics, and business relationships. Students will use technology to synthesize and share business information. Employability skills, leadership, communications, and personal financial literacy will be addressed. Students will be introduced to operation of an actual business “The Print Place at Millstream”.	

Business Technology I: Fundamentals of Business & Administrative Services	352
Semester: 3 periods per day – 1.5 credits Dues: See above	Grade: 11
Co-requisite: Business Foundations (351)	
This is the first course specific to the Business and Administrative Services career field. It introduces students to the specializations offered in Business and Administrative Services. Students will obtain fundamental knowledge and skills in general management, human resources management, operations management, business informatics and office management. They will acquire knowledge of business operations, business relationships, resource management, process management, and financial principles. Students will use technological tools and applications to develop business insights. Students will continue learning about operating a real business “The Print Place at Millstream.”	

Business Technology II: Management Principles	353
Full year: 3 periods per day – 1.5 credits Dues: \$30.00 SkillsUSA	Grade: 12
Prerequisite: Business Foundations (351) and Fundamentals of Business & Administrative Service (352)	
Co-requisite: Operations Management (354)	
Students will learn to manage a workforce, lead change, and build relationships with employees and customers. Students will use technology to analyze the business environment, determine trends impacting business, and examine risks threatening organizational success. Ethical challenges, project management and strategic planning will also be addressed. Students will expand knowledge of business while operating an actual business “The Print Place at Millstream.”	

Business Technology II: Operations Management		354
Full year: 3 periods per day – 1.5 credits	Dues: See above	Grade: 12
Prerequisite: Business Foundations (351) and Fundamentals of Business & Administrative Service (352)		
Co-requisite: Management Principles (353)		
<p>Students will learn to plan, organize, and monitor day-to-day business activities. They will use technology to plan production activities, forecast inventory needs and quote products with vendors. Students will also calculate break-even, set cost-volume-profit goals, and develop procedures to promote workplace safety and security. Corporate social responsibility, ethics, risk management and compliance will be emphasized. The content of this course fits well with the increased knowledge gained while operating an actual business “The Print Place at Millstream.”</p>		

COMPUTER NETWORKING & SUPPORT

Mandatory Classes for Networking Pathway				
Grade	Course Name	MCC Course #	EMIS Course #	Credit
11	Computer Hardware	403 or 403CCP	145025	1 credit
11	Operating Systems	404 or 404CCP	145030	1 credit
12	Networking	405 or 405CCP	145035	1 credit
12	Routing & Switching	406 or 406CCP	145055	1 credit

Networking I: Computer Hardware			403 or 403CCP
Semester: 2 periods per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 11	
Co-requisite: Operating Systems (404 or 404CCP)			
Students will learn to install, repair, and troubleshoot computer hardware systems. They will perform preventative maintenance practices and learn techniques for maintaining computer hardware security. Communication skills and professionalism in troubleshooting situations will be emphasized.			

Networking I: Operating Systems			404 or 404CCP
Semester: 2 periods per day – 1 credit	Dues: See above	Grade: 11	
Co-requisite: Computer Hardware (403 or 403CCP)			
Students will apply knowledge and skills of commercial and open source operating systems in portable, stand alone, and networked devices. Students will install a variety of operating systems manually and using remote assistance. They will learn to configure, modify, and troubleshoot operating systems. Desktop virtualization, system security, and operating system history will be addressed.			

Networking II: Networking			405 or 405CCP
Semester: 2 periods per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 12	
Prerequisite: Computer Hardware (403 or 403CCP) and Operating Systems (404 or 404CCP)			
Co-requisite: Routing & Switching (406 or 406CCP)			
Students will install, configure, and troubleshoot network hardware and peripherals. Students will learn networking by exploring the OSI model, network topologies, and cabling. Students will design simple networks, know how to select physical devices, and be able to configure the equipment. Knowledge and skills relating to the operation and usage of network protocols will be developed.			

Networking II: Routing & Switching			406 or 406CCP
Semester: 2 periods per day – 1 credit	Dues: See above	Grade: 12	
Prerequisite: Computer Hardware (403 or 403CCP) and Operating Systems (404 or 404CCP)			
Co-requisite: Networking (405 or 405CCP)			
Student will learn the functions, characteristics, and operations of routers and switches. Students will learn about wireless network standards and components and the role that routers play in enabling communications across multiple networks. Students will troubleshoot the routing process. Students will examine the use of Virtual Local Area Networks (VLANs) to create logically separate networks.			

COMPUTER PROGRAMMING

Mandatory Classes for Programming Pathway				
Grade	Course Name	MCC Course #	EMIS Course #	Credit
11	Information Technology	510 or 510CCP	145005	1 credit
11	Programming	511 or 511CCP	145060	1 credit
12	Object Oriented Programming	512 or 512CCP	145065	1 credit
12	Database Applications Development	513 or 513CCP	145085	1 credit

Programming I: Information Technology		510 or 510CCP
Semester: 2 periods per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 11
Co-requisite: Programming (511 or 511CCP)		
<p>This first course in the IT career field is designed to provide students with a working knowledge of computer concepts and essential skills necessary for work and communication in today's society. Students will learn safety, security, and ethical issues in computing and social networking. Students will also learn about input/output systems, computer hardware and operating systems, and office applications.</p>		

Programming I: Programming		511 or 511CCP
Semester: 2 periods per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 11
Co-requisite: Information Technology (510 or 510CCP)		
<p>In this course students will learn the basics of building simple interactive applications. Students will learn the basic units of logic: sequence, selection, and loop. Students will apply algorithmic solutions to problem-domain scenarios. Students will gain experience in using commercial and open source languages, programs, and applications.</p>		

Programming II: Object Oriented Programming		512 or 512CCP
Semester: 2 periods per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 12
Prerequisite: Information Technology (510 or 510CCP) and Programming (511 or 511CCP)		
Co-requisite: Database Applications Development (513 or 513CCP)		
<p>Students will learn to represent programming concepts as "objects" that have data fields and associated procedures known as methods. Students will implement classes such as support static, instance method, inheritance, polymorphism, exception handling, and object serialization. A variety of commercial and open source programs and applications will be used.</p>		

Programming II: Database Applications Development		513 or 513CCP
Semester: 2 periods per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 12
Prerequisite: Information Technology (510 or 510CCP) and Programming (511 or 511CCP)		
Co-requisite: Object Oriented Programming (512 or 512CCP)		
<p>Students will use developer strategies to manipulate data, present database systems theory, and develop database applications. Students will learn to import and export data, manipulate table properties, make advanced queries, and run basic SQL forms and reports. Students will develop macros for automating database tasks and building menu-driven applications. Knowledge and skills of data modeling, diagramming, query writing, and design theory will be developed</p>		

CONSTRUCTION SKILLS

Mandatory Classes for Construction Pathway				
Grade	Course Name	MCC Course #	EMIS Course #	Credit
11	Construction Technology	301	178000	1.5 credits
11	Carpentry & Masonry	302	178001	1.5 credits
12	Structural Systems	401	178003	1.5 credits
12	Coverings & Finishes	402	178004	1.5 credits

Construction I: Construction Technology			301
Semester: 3 periods per day – 1.5 credits	Dues: \$30.00 SkillsUSA Fees: \$25.00	Grade: 11	
Co-requisite: Carpentry & Masonry (302)			
Students will learn principles in basic safety (10-hr OSHA), construction math, hand and power tool use and operation, blueprint reading, material handling, communication and employability skills. An emphasis will be placed on safe and green construction practices.			

Construction I: Carpentry & Masonry			302
Semester: 3 periods per day – 1.5 credits	Dues/ Fees: See above	Grade: 11	
Co-requisite: Construction Technology (301)			
This first course in the pathway will introduce to students the materials, methods, and equipment used in carpentry and masonry. Students will organize a project work sequence by interpreting plans and diagrams within a construction drawing set. They will lay out and install basic wall, floor and roof applications. Students will perform introductory concrete applications including formwork, reinforcement, mixing, and finishing. Current advancements in technology, safety, applicable code requirements and correct practices are learned.			

Construction II: Structural Systems			401
Semester: 3 periods per day – 1.5 credits	Dues: \$30.00 SkillsUSA Fees: \$25.00	Grade: 12	
Prerequisite: Construction Technology (301) and Carpentry & Masonry (302)			
Co-requisite: Coverings & Finishes (402)			
Students will learn procedures and techniques required for layout and framing of walls and ceilings, including roughing-in door and window openings, constructing corners and partitions; bracing walls and ceilings; and applying sheathing. Students will learn methods of roof, cold formed steel, and wood stair framing. Students will learn site and personal safety, material properties, design procedures, and code requirements for structural systems.			

Construction II: Coverings & Finishes			402
Semester: 3 periods per day – 1.5 credits	Dues/Fees: See above	Grade: 12	
Prerequisite: Construction Technology (301) and Carpentry & Masonry (302)			
Co-requisite: Structural Systems (401)			
This course will address applications of interior and exterior finish work. Students will identify material properties and select for appropriate application. Students will install thermal and moisture protection including roofing, siding, fascia and soffits, gutters, and louvers. Students will install drywall; trim-joinery and molding and apply wall, floor and ceiling coverings and finishes. Throughout the course, the safe handling of materials, personal safety, prevention of accidents and the mitigation of hazards are emphasized.			

COSMETOLOGY

Mandatory Classes for Cosmetology Pathway				
Grade	Class	MCC Course #	EMIS Course #	Credit
11	Microbiology and Infection Control	367	174115	1.5 credits
11	Trichology	369	174120	1.5 credits
12	Advanced Hair Cutting & Styling	467	174130	1.5 credits
12	Advanced Chemical Services	469	174140	1.5 credits

Cosmetology I: Microbiology and Infection Control			367
Semester: 3 periods per day – 1.5 credit	Dues: \$30.00 SkillsUSA		Grade: 11
Prerequisite: On track for graduation	Fee: \$150 (Includes shear kit, mannequin, apron)		
Co-requisite: Trichology (349), Biology or Chemistry or Anatomy, English 11, Math			
Students will learn basic bacteriology, infection control, and salon safety practices. Students will be able to recognize infectious disorders and contagious diseases learn the dispensary requirements, product storage, and requirements of the laws and rules, which regulate the cosmetology industry in Ohio.			

Cosmetology I: Trichology			369
Semester: 3 periods per day – 1.5 credits	Dues/Fees: See above		Grade: 11
Co-requisite: Microbiology and Infection Control (367)			
Students will learn the anatomy of the head and scalp, structure of the hair and various techniques and procedures for analyzing hair, scalp disorders and diseases. Students will be able to determine hair porosity, elasticity, density, texture and growth patterns as well as conduct chemical tests for treated hair and ability to recommend corrective scalp treatment.			

Cosmetology II: Advanced Hair Cutting and Styling			467
Semester: 3 periods per day – 1.5 credits	Dues: \$30.00 SkillsUSA		Grade: 12
	Fees: \$80 (includes mannequin, State Board Kit)		
Prerequisite: Completion of Microbiology and Infection Control (367), Trichology (369), Biology/Chemistry/Anatomy, English II, Math			
Co-requisite: Advanced Chemical Services (469)			
Students will learn advanced cutting and formal styling using specialized equipment and techniques. This course offers enhanced training in current trends and razor techniques.			

Cosmetology II: Advanced Chemical Services			469
Semester: 3 periods per day – 1.5 credits	Dues/Fees: See above		Grade: 12
Prerequisite: Completion of Microbiology and Infection Control (367), Trichology (369), Science (Biology Chemistry or Anatomy)			
Co-requisite: Advanced Hair Cutting and Styling(467)			
Students will learn advanced chemical services using specialized products and techniques. Students will do advanced coloring, dimensional coloring, corrective techniques, texturizing, and advanced chemical wave wrapping techniques.			

CULINARY ARTS

Mandatory Classes for Culinary Arts Pathway				
Grade	Class	MCC Course #	EMIS Course #	Credit
11	Fundamentals of Foods Production	349 or 349CCP	330100	1.5 credits
11	Hospitality Fundamentals	370	330000	1.5 credits
12	Catering & Banquet Services	259	330025	1.5 credits
12	Dining Room Service and Operations	260	330025	1.5 credits

Culinary Arts I: Fundamentals of Food Production			349 or 349CCP
Semester: 3 periods per day – 1.5 credits	Dues: \$30 SkillsUSA Fees: \$60 (additional costs include black non-skid shoes)		Grade: 11
Co-requisite: Hospitality Fundamentals (370)			
Students will prepare food products and beverages according to standardized recipes. They will apply plating and presentation principles to deliver attractive menu items, establish food specifications and prep lists, and develop ingredient and portion control guides. Safety and sanitation, standard knife skills, and culinary math will be emphasized. Employability skills, leadership and communications will also be incorporated.			

Culinary Arts I: Hospitality Fundamentals			370
Semester: 3 periods per day – 1.5 credits	Dues/ Fees: See above		Grade: 11
Co-requisite: Fundamentals of Food Production (349 or 349CCP)			
This course exposes students to culinary arts, foodservice operations, lodging, travel and tourism. Students will obtain knowledge of customer service principles and examine the impact of cultural, historical, social and technological developments on key segments of the industry. They will also apply safety and sanitation techniques to prevent and control injuries, illnesses and diseases in the workplace. Business law, employability skills, leadership and communications will be addressed.			

Culinary Arts II: Catering & Banquet Service Operations			259
Semester: 3 periods per day – 1.5 credits	Dues: \$30 SkillsUSA Fees: \$60 (additional costs include black non-skid shoes)		Grade: 12
Prerequisite: Completion of Fundamentals of Food Production (349 or 349CCP) and Hospitality Fundamentals (370)			
Co-requisite: Dining Room Service and Operations (260)			
Students will design and manage catering and banquet operations. They will recommend types of food functions and food-and-beverage services to clients, create menus for special occasions and events, and determine financial requirements. Students will hire, train, and supervise staff; manage event logistics, operations and service providers; and oversee dining room operations. Customer service; food, equipment and site safety; and high-volume food production will also be addressed			

Culinary Arts II: Dining Room Service and Operations			260
Semester: 3 periods per day – 1.5 credits	Dues/Fees: See above		Grade: 12
Prerequisite: Completion of Fundamentals of Food Production (349 or 349CCP), Hospitality Fundamentals (370)			
Co-requisite: Catering and Banquet Service Operations (259)			
Students will apply strategies and techniques to identify and meet dining guest needs. They will provide table and beverage service; maintain eating areas, meeting spaces and serving stations; manage online reservations and orders; and monitor table turns, wait lines and table assignments. Nutritional analysis, types of table service, safety and sanitation, cultural intelligence, employability skills and communications will also be addressed.			

ENGINEERING & CAD TECHNOLOGY

Mandatory Classes for Engineering Pathway				
Grade	Class	FHS Course #	EMIS Course #	Credit
11	Engineering Design	826 or 826CCP	175001	1 credit
11	Engineering Principles	827	175002	1 credit
12	Mechanisms and Drives	829 or 829CCP	175008	1 credit
12	Robotics	830 or 830CCP	175004	1 credit

Mandatory Classes for Architecture Pathway				
Grade	Class	FHS Course #	EMIS Course #	Credit
11	Engineering Design	826 or 826CCP	175001	1 credit
11	Architectural Plan Reading	828	178019	1 credit
12	Architectural Site Prep	831	178021	1 credit
12	Architectural Structures	832	178020	1 credit

Engineering I: Engineering Design		826 or 826CCP
Semester: 2 periods -1 credit	Dues:\$30 SkillsUSA Fees: \$60 project supplies	Grade: 11
Co-requisite: Engineering Principals (827)		
<p>The focus of Engineering Design is the application of the engineering design process. Topics include work-processes, optimization methods, design optimization, and risk management tools. Students will use 2D and 3D modeling software to help them design solutions to solve proposed problems, document their work, and communicate solutions. Additionally, students will interpret industry prints, and create working drawings from functional models. Emphasis is given to experimental problem solving in real systems.</p>		

Engineering I: Engineering Principals		827
Semester: 2 periods per day – 1 credit	Dues/ Fees: See above	Grade: 11
Co-requisite: Engineering Design (826 or 826CCP)		
<p>This course will introduce students to fundamental engineering concepts and scientific principles associated with engineering design applications. Topics include mechanisms, energy, statics, materials, and kinematics. Additionally students will learn material properties and electrical, control and fluid power systems. Students will learn to apply problem solving, research and design skills to create solutions to engineering challenges.</p>		

Engineering II: Mechanisms & Drives		829 or 829CCP
Semester: 2 periods per day – 1 credit	Dues: \$30 SkillsUSA Fees: \$40 project supplies	Grade: 12
Prerequisite: Engineering Design (826 or 826CCP) and Engineering Principles (827)		
Co-requisite: Robotics (830 or 830CCP)		
<p>Students will learn the principles and practices of machine operation and machine applications. They will learn will learn how machine components such as gears, belts, sprockets, bearings, clutches, couplings, springs, etc. contribute to the application for which the machine is designed. They will also examine the basic drives of such mechanisms as electric motors and hydraulic & pneumatic actuators.</p>		

Engineering II: Robotics		830 or 830CCP
Semester: 2 periods per day – 1 credit	Dues/Fees: See above	Grade: 12
Prerequisite: Engineering Design (826 or 826CCP) and Engineering Principals (827)		
Co-requisite: Mechanisms and Drives (829 or 829CCP)		
Students will apply the knowledge and skills necessary to program and operate Robots, using the teach pendant as the main interface point. The Students will learn robotic operations and system configurations. Students will code, compile, and debug programs using the robotic programming language.		

Architecture I: Engineering Design		826 or 826CCP
Semester: 2 periods -1 credit	Dues: \$30 SkillsUSA Fees: \$60 project supplies	Grade: 11
Co-requisite: Architectural Plan Reading (828)		
The focus of Engineering Design is the application of the engineering design process. Topics include work-processes, optimization methods, design optimization, and risk management tools. Students will use 2D and3D modeling software to help them design solutions to solve proposed problems, document their work, and communicate solutions. Additionally, students will interpret industry prints, and create working drawings from functional models. Emphasis is given to experimental problem solving in real systems.		

Architecture I: Architectural Plan Reading		828
Semester: 2 periods per day – 1 credit	Dues/ Fees: See above	Grade: 11
Co-requisite: Engineering Design (826 or 826CCP)		
Students learn blueprint reading as it relates to the architecture and construction. Students will use scaling, orthographic projections, dimensioning practices, symbols, notations, and abbreviations to perform area calculations and to interpret floor plan, section, and elevations. Using construction plans, students will identify problems or shortcomings related to the layout and installation of materials for the project.		

Architecture II: Architectural Site Prep		831
Semester: 2 periods per day – 1 credit	Dues: \$30 SkillsUSA Fees: \$40 project supplies	Grade: 12
Prerequisite: Engineering Design (826 or 826CCP) and Architectural Plan Reading (828)		
Co-requisite: Architectural Structures (832)		
Students use advanced architectural design concepts to construct design models including perspective drawings for final presentations. Students use orthographic/pictorial projection, freehand technical sketching and computer-aided drafting (CAD) tools to create site foundation and section plans that include topographical details and schedules. Additionally, students perform zoning analysis, develop preliminary plot plans, and construct grading and utilities plans that include legal descriptions and cut and fill volumes.		

Architecture II: Architectural Structures		832
Semester: 2 periods per day – 1 credit	Dues/ Fees: See above	Grade: 12
Prerequisite: Engineering Design (826 or 826CCP) and Architectural Plan Reading (828)		
Co-requisite: Architectural Site Prep (831)		
Students will use architecture design principles to organize and arrange structures to create a perspective of a building. Students will use orthographic/pictorial projection, freehand technical sketching and computer-aided drafting (CAD) skills to generate floor and wall plans, elevations, sections, details and schedules. Students will develop sets of structural framing and mechanical working drawings that include plumbing, HVAC and electrical power and lighting plans.		

HEALTH PROFESSIONS

Co-Requisite Classes for Health Professions Pathway

Grade	Course Name	MCC Course #	EMIS Course #	Credit
11-12	Anatomy (Co-requisite)	233	139998	1 credit

Mandatory Classes for Health Professions Pathway

11	Medical Terminology	397 or 397CCP	072150	1 credit
11	Health Science and Technology	396	072001	1 credit
12	Principles of Allied Health	496 or 496CCP	072035	1 credit
12	Patient Centered Care	501 or 501CCP	072050	1 credit

Health Professions I: Medical Terminology		397 or 397CCP
All Year: 1 period per day – 1 credit	Dues: \$30 SkillsUSA Fees: \$50.00	Grade: 11
Co-requisite: Health Science and Technology (396) & Anatomy (233)		
This course focuses on the applications of the rules for constructing and defining medical terms with an emphasis on building a working medical vocabulary. Topics include using the appropriate abbreviations and symbols for anatomical, physiological and pathological classifications and the associated medical specialties and procedures. Students will decipher medical terms by identifying and using word elements with an emphasis on derivation, meaning, and pronunciation. Further, students will interpret and translate medical records and documents		

Health Professions I: Health Science and Technology		396
All Year: 1 period per day – 1 credit	Dues/ Fees: See above	Grade: 11
Co-requisite: Medical Terminology (397 or 397CCP) & Anatomy (233)		
This course in the career field provides students an overview of the opportunities available in the healthcare industry. Students will learn fundamental skills in effective and safe patient care that can be applied across a person's lifespan. They will also be introduced to exercise science and sports medicine, the field of biomedical research and the importance of managing health information.		

Health Professions II: Principles of Allied Health		496 or 496CCP
Semester: 2 periods per day – 1 credit	Dues: \$30 SkillsUSA Fees: \$43.00	Grade: 12
Prerequisite: Completion of Medical Terminology (397 or 397CCP) & Health Science and Technology (396)		
Co-requisite: Patient Centered Care (501 or 501CCP) and Anatomy (233) if not already completed		
In this course, students will apply knowledge and clinical skills necessary to assess, plan, provide, and evaluate care to patients in varied healthcare settings. Students will apply first aid principles and techniques needed for response to choking, cardiopulmonary resuscitation, and other life-threatening emergencies. Emphasis will be placed on regulatory compliance, patient safety, pathophysiology, and medical interventions. Additionally, this course introduces psychomotor skills needed to assist individuals in meeting basic human needs.		

Health Professions II: Patient Centered Care		501 or 501CCP
Semester: 2 periods per day – 1 credit	Dues/ Fees: See above	Grade: 12
Prerequisite: Completion of Medical Terminology (397 or 397CCP) & Health Science and Technology (396)		
Co-requisite: Principles of Allied Health (496 or 496CCP) and Anatomy (233) if not already completed		
<p>Students will apply psychomotor nursing skills needed to assist individuals in meeting basic human needs. Students will implement interventions following a nursing assistant plan of care. Students will collect patient's vital signs including temperature, pulse rate, respiration rate, and blood pressure. Students will perform phlebotomy procedures with emphasis on infection prevention, universal precautions, proper patient identification, specimen acquisition, handling, and processing. Additionally, students will observe patients' physical, mental, and emotional conditions and document any change. Students will gain an understanding of the medical laws and ethics.</p>		

HOSPITALITY & RESTAURANT SERVICES

Mandatory Classes for Hospitality Pathway				
Grade	Class	MCC Course #	EMIS Course #	Credit
11	Hospitality Fundamentals	238	330000	1.5 credits
11	Catering and Banquet Services	217	330025	1.5 credits
12	Dining Room Service and Operations	218	330110	1.5 credits
12	Front Office Management & Operations	239	330030	1.5 credits

Hospitality I: Hospitality Fundamentals			238
Semester: 3 periods per day – 1.5 credits		Dues: \$30 SkillsUSA	Grade: 11
Co-requisite: Catering and Banquet Services (217)			
This course will introduce students to culinary arts, foodservice operations, lodging, travel and tourism. Students will obtain knowledge of customer service principles and examine the impact of cultural, historical, social and technological developments on key segments of the industry. They will also apply safety and sanitation techniques to prevent and control injuries, illnesses and diseases in the workplace. Business law, employability skills, leadership and communications will be addressed.			

Hospitality I: Catering and Banquet Services			217
Semester: 3 periods per day – 1.5 credits		Dues: See above	Grade: 11
Co-requisite: Hospitality Fundamentals (238)			
Students will learn and train for working in banquet operations in set up and break down of function rooms. They will understand and learn how to recommend various types of food and beverage services to clients for various types of events. Customer service: food, equipment and site safety, high-volume food production will be emphasized.			

Hospitality II: Dining Room Service and Operations			218
Semester: 3 periods per day – 1.5 credits		Dues: \$30 SkillsUSA	Grade: 12
Co-requisite: Front Office Management and Operations (239)			
Prerequisite: Catering and Banquet Services (217) and Hospitality Fundamentals (238)			
Students will apply strategies and techniques to identify and meet dining guest needs. They will provide table and beverage service; maintain eating areas, meeting spaces and serving stations; manage online reservations and orders; and monitor table turns, wait lines and table assignments. Nutritional analysis, types of table service, safety and sanitation, cultural intelligence, employability skills and communications will also be addressed.			

Hospitality II: Front Office Management and Operations			239
Semester: 3 periods per day – 1.5 credit		Dues: See above	Grade: 12
Co-requisite: Dining Room Service and Operations (218)			
Prerequisite: Catering and Banquet Services (217) and Hospitality Fundamentals (238)			
Students will develop knowledge and skills needed in the lodging industry to perform front office procedures such as checking guests in and out, orienting guests to the lodging property and reservations. They will also learn how to maintain guest rooms and public areas and develop housekeeping plan and schedules. There will be an emphasis on site safety and sanitation, customer service, people management, employability skills, leadership and communications.			

JOB TRAINING COORDINATING (JTC)

Mandatory Classes for JTC Pathway				
Grade	Class	MCC Course #	EMIS Course #	Credit
11	JTC I	101	990371	3 credits
12	JTC II	102	990371	3 credits

Job Training Coordinating (JTC) I			101
Year: 3 periods per day – 3 credits	Dues:\$30.00 SkillsUSA		Grade: 11
<p>In the Job Training Coordinating Program (JTC) a student’s abilities, individual skills and interests are matched to specific jobs within the community. Students with <i>Individual Educational Plans</i> are provided instruction and supports so that they can be successful in the workplace. The student will learn work related skills in a simulated work environment, then progress into an individualized, community-based or employer training experience. Once paired with an employer, the goal is for the student to maintain competitive or supported employment.</p> <p>It is recommended that a student in the Job Training Coordinating Program has an Individualized Education Plan (IEP) with a transition plan indicating participation in the JTC Program along with community-based employment as a reasonable outcome.</p>			

Job Training Coordinating (JTC) II			102
Year: 3 periods per day – 3 credits	Dues: \$30.00 SkillsUSA		Grade: 12
<p>In the Job Training Coordinating Program (JTC) a student’s abilities, individual skills and interests are matched to specific jobs within the community. Students with <i>Individual Educational Plans</i> are provided instruction and supports so that they can be successful in the workplace. The student will learn work related skills in a simulated work environment, then progress into an individualized, community-based or employer training experience. Once paired with an employer, the goal is for the student to maintain competitive or supported employment.</p> <p>It is recommended that a student in the Job Training Coordinating Program has an Individualized Education Plan (IEP) with a transition plan indicating participation in the JTC Program along with community-based employment as a reasonable outcome.</p>			

MARKETING

Mandatory Classes for Marketing Pathway				
Grade	Course Name	MCC Course #	EMIS Course #	Credit
11	Marketing Principles	458	144000	1 credit
11	Managerial Accounting	358	143015	1 credit
12	Digital Marketing & Management	459	144015	1 credit
12	Strategic Entrepreneurship	460	141030	1 credit

Marketing I: Marketing Principles			458
Full year: 1 period per day – 1 credit	Dues: \$30.00 DECA Fees: \$15.00	Grade: 11	
Co-requisite: Managerial Accounting (358)			
This is the first course in the Marketing career field. It introduces students to the specializations offered in Marketing. Students will obtain fundamental knowledge and skills in marketing communications, marketing management, marketing research, merchandising and professional selling. They will acquire knowledge of marketing strategies, market identification techniques, employability skills, business ethics and law, economic principles and international business. Technology, leadership and communications will be incorporated in classroom activities.			

Marketing I: Managerial Accounting			358
Full year: 1 period per day – 1 credit	Dues: See above	Grade: 11	
Co-requisite: Marketing Principles (458)			
Students will use financial information to make strategic business decisions. They will monitor business profitability, measure the cost-effectiveness of expenditures, prepare budget and forecast reports, and set achievable business financial goals. Students will also use critical information on financial documents to determine risks to short-term and long-term business success. Technology, employability skills, leadership, and communications will be incorporated in classroom activities.			

Marketing II: Digital Marketing & Management			459
Semester: 2 periods per day – 1 credit	Dues: \$30.00 DECA Fees: \$15.00	Grade: 12	
Prerequisite: Completion of Marketing Principles (458) and Managerial Accounting (358)			
Co-requisite: Strategic Entrepreneurship (460)			
Students will apply tools, strategies and processes to communicate digitally with targeted customers. They will create, implement, and critique online advertising, email marketing, websites, social media, mobile marketing, search-engine optimization, video or images and podcasts/webcasts. Students will apply project management techniques to guide and control digital communications efforts. They will also create and repurpose content for use in digital environments. Technology, employability skills, leadership and communications will be incorporated in classroom activities.			

Marketing II: Strategic Entrepreneurship			460
Semester: 2 periods per day – 1 credit	Dues: See above	Grade: 12	
Prerequisite: Completion of Marketing Principles (458) and Managerial Accounting (358)			
Co-requisite: Digital Marketing Management (459)			
Students will use innovation skills to generate ideas for new products and services, evaluate the feasibility of ideas, and develop a strategy for commercialization. They will use technology to select target markets, profile target customers, define the venture's mission, and create business plans. Students will take initial steps to establish a business. Students will calculate and forecast costs, break-even, and sales. Establishing brand, setting prices, promoting products, and managing customer relationships will be emphasized.			

MEDIA PRODUCTIONS AND VISUAL DESIGN

Mandatory Classes for Media Productions & Visual Design Pathway				
11	Creating and Editing Digital Graphics	452 or 452CCP	145100	1 credit
11	Design Techniques	453 or 453 CCP	145095	1 credit
12	Animation	454 or 454 CCP	145115	1 credit
12	Video & Sound	455 or 455 CCP	145110	1 credit

Media Productions I: Creating and Editing Digital Graphics		452 or 452CCP		
Semester: 2 periods per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 11		
Co-requisite: Design Techniques (453 or 453CCP)				
<p>Introduces students to creating and/or editing digital images. Students will learn to create images using a variety of software tools, and will capture digital images using a digital camera and a scanner, and transfer those images to a computer for editing. Students will learn both the design and productions perspective, including creating and managing layer masks, creating color effects and improving images with adjustments layers, working with text and combining text and imagery, and using filters and layer styles to create eye-popping special effects. This is a hands on course. Classwork will contribute to a student portfolio. Photoshop is the primary software used. Students will have access to Go-Pro's and DSLR camera.</p>				

Media Productions I: Design Techniques		453 or 453CCP		
Semester: 2 periods per day – 1 credit	Dues: See above	Grade: 11		
Co-requisite: Creating and Editing Digital Graphics (452 or 452CCP)				
<p>Using Adobe InDesign, students will learn techniques for transforming photographic images, through use of digital cameras, computers, and mobile devices. To accomplish this, they will learn software photo editing techniques including layering, color correction, masking, and special effects using current commercial and open source programs and applications.</p>				

Media Productions II: Animation		454 or 454CCP		
Semester: 2 periods per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 12		
Prerequisite: Creating and Editing Digital Graphics (452 or 452CCP) & Design Techniques (453 or 453CCP)				
Co-requisite: Video & Sound (455 or 455CCP)				
<p>Using Adobe Animate InDesign, students will use animation and storyboarding techniques to plan the production of an animation project. Students will design from script and storyboard actions in the pre-production planning process. Students will use commercial and open source digital animation software to create finished animations, cartoons, and other short movies. They will accomplish this using animated text, character movements, voice, background sound, sound effects, camera movements, and multiple scenes.</p>				

Media Productions II: Video & Sound		455 or 455CCP		
Semester: 2 periods per day – 1 credit	Dues: See above	Grade: 12		
Prerequisite: Creating and Editing Digital Graphics (452 or 452CCP) & Design Techniques (453 or 453CCP)				
Co-requisite: Animation (454 or 454CCP)				
<p>Students will create professional video and audio productions for distribution in traditional and new media channels. Using Adobe Premiere, students will plan, produce, edit, and launch media products. Students will develop scripts and storyboards, compose shots and operate different camera types such as phones, DSLR's, Go-Pro's and Drones. Students will capture sounds using microphone hardware, apply special effect techniques, and edit to achieve the final product. Students will be able to use animation and graphic design for video.</p>				

PERFORMING ARTS

Mandatory Classes for Performing Arts Pathway				
11	Acting Performance	319	340230	1 credit
11	Costuming and Makeup	320	340260	1 credit
12	Acting and Script Analysis	417	340225	1 credit
12	Musical Theatre	418	340245	1 credit

Performing Arts I: Acting Performance			317
Full year: 1 period per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 11	
Co-requisite: Costuming and Makeup (318)			
Meeting expectations of the casting director and audience is critical to any successful performer. This course focuses on maximizing an actor’s physical and emotional expression, vocal intonation, memorization and imagination to convey stories and feelings. Whether spoken or sung, stylistic identity is reinforced. Other topics include material selection, developing a score of action for a role, sustaining a character and self and peer critique, communication, teamwork and employability skills.			

Performing Arts I: Costuming & Makeup			318
Full year: 1 period per day – 1 credit	Dues: See above	Grade: 11	
Co-requisite: Acting Performance (317)			
This course focuses on character design specific to makeup and costumes. Students research, render and produce masks, hats, dresses and other attire. They apply actor makeup and choose wigs or hairstyles aligned with a production script and/or purpose. Attention to detail and creative expansion, students will learn to produce deeper character development. Factors influencing character design are story line, director concept, relationships among characters, character movement, color and stage lighting.			

Performing Arts II: Acting and Scripting Analysis			417
Full year: 1 period per day – 1 credit	Dues: \$30.00 SkillsUSA	Grade: 12	
Prerequisite: Completion of Acting Performance and Costuming and Makeup (317) (318)			
Co-requisite: Musical Theatre			
This course combines understanding of the relationship between actor and script. Students research major theatre genres and influences, breaking down a script to discover objectives, obstacles, tactics and character development. They create a script with scenes, plot points and characters while developing abstract and conceptual thinking.. They learn acting techniques, including imagery, personal associations and inner monologue. Students learn time management and planning principles in order to be prepared to perform a role within an original or established piece of work.			

Performing Arts II: Musical Theatre			418
Full year: 1 period per day – 1 credit	Dues: See above	Grade: 12	
Prerequisite: Completion of Acting Performance and Costuming and Makeup			
Co-requisite: Acting and Script Analysis			
The troupe member with abilities in music, dance and acting has “triple threat” value in musical theatre. In this course, students assume the roles of singer, instrumentalist, actor and dancer as well as director, stage manager, set designer and/or costume technician. Students learn to take and give orders to accomplish tasks. They analyze historical and current-day exemplary models of musical theatre for story line, musical arrangement and audience appeal.			

TEACHING PROFESSIONS

Mandatory Classes for Teaching Professions Pathway				
11	Communities, Schools, Stakeholders	261 or 261CCP	350225	1.5 credits
11	Classroom Management	262 or 262CCP	350030	1.5 credits
12	Child and Adolescent Development	333 or 333CCP	350035	1.5 credits
12	Education Principles	357	350010	1.5 credits

Teaching Professions I: Communities, Schools, Stakeholders		261 or 261CCP
Semester: 3 periods per day – 1.5 credits	Dues: \$30 Educators Rising Fees: \$20	Grade: 11
Co-requisite: Classroom Management (262 or 262CCP)		
Students will examine the relationship of families, communities and schools in the growth and development of learners. They will implement strategies to actively involve families and communities in child development and learning, determine community resources and services available to families and schools, and act as advocates for students and learning. Throughout the course, working with socially, culturally, linguistically diverse families will be emphasized.		

Teaching Professions I: Classroom Management		262 or 262CCP
Semester: 3 periods per day – 1.5 credits	Dues/Fees: See above	Grade: 11
Co-requisite: Communities, Schools, Stakeholders (261 or 261CCP)		
Students will apply developmentally appropriate techniques to advance learners' social and emotional growth. They will create classroom environments to maximize the learning potential of each learner. Additionally, learners will create and enforce classroom rules, establish classroom routines, and model self-discipline for learners. Conflict resolution, positive discipline and behavioral-modification techniques will be emphasized throughout the course.		

Teaching Professions II: Child and Adolescent Development		333 or 333CCP
Semester: 3 periods per day – 1.5 credits	Dues: \$30 Educators Rising Fees: \$20	Grade: 12
Prerequisite: Completion of Communities, Schools, Stakeholders (261 or 261CCP) and Classroom Management (262 or 262CCP)		
Co-requisite: Education Principles (357)		
Students will examine and apply the theoretical foundations of human growth and development to child and adolescents. Additionally, learners will determine children's learning styles; stages of social, emotional, cognitive and physical development; and needed accommodations in educational settings. Throughout the course, family and community engagement, cultural influences on learners and language growth and development will be emphasized.		

Teaching Professions II: Education Principles		357
Semester: 3 periods per day – 1.5 credits	Dues/Fees: See above	Grade: 12
Prerequisite: Completion of Communities, Schools, Stakeholders (261 or 261CCP) and Classroom Management (262 or 262CCP)		
Co-requisite: Child and Adolescent Development (333 or 333CCP)		
Students will research the historical perspectives and theories of education used in the forming of their own personal educational philosophy. Students will assess legal, ethical and organizational issues. Additionally, students will assess developmental appropriate practices and identify challenging issues associated with teaching children with diverse needs. Career planning, professional guidelines and ethical practices will also be emphasized.		

WELDING

Mandatory Classes for Welding Pathway				
11	Shielded Metal Arc Welding	473	176001	1.5 credits
11	Gas Metal Arc Welding	474	176000	1.5 credits
12	Gas Tungsten Arc Welding	475	176003	1.5 credits
12	Flux Cored Arc Welding	476	176002	1.5 credits

Welding I: Shielded Metal Arc Welding		473
Semester: 3 periods per day – 1.5 credits	Dues: \$30 SkillsUSA Additional costs: Welding equipment, work clothes, boots	Grade: 11
Co-requisite: Gas Metal Arc Welding (474)		
Students will be able to use the Shielded Metal Arc Welding process (SMAW) to join various types of metal. They will perform multiple types of welds and joints in all positions up to and including overhead. They will select the appropriate type of electrode and adjust welding equipment based on the physical characteristics and properties of the metal. Students will apply their quality control factors to evaluate the quality of welds.		

Welding I: Gas Metal Arc Welding		474
Semester: 3 periods per day – 1.5 credits	Dues/ Fees: See above	Grade: 11
Co-requisite: Shielded Metal Arc Welding (473)		
Students will use the Gas Metal Arc Welding process (GMAW) to join various types of metal. They will cut metals using oxy-fuel processes and perform multiple types of welds and joints in all positions up to and including overhead. They will select the appropriate type of electrode wire, shielding gas and adjust welding equipment based on the physical characteristics and metal properties. Students will apply quality control factors to evaluate weld quality.		

Welding II: Gas Tungsten Arc Welding		475
Semester: 3 periods per day – 1.5 credits	Dues: \$30 SkillsUSA Additional cost: Welding equipment, work clothes, shoes	Grade: 12
Prerequisite: Shielded Metal Arc Welding (473) and Gas Metal Arc Welding (474)		
Co-requisite: Flux Cored Arc Welding (476)		
Students will use the Gas Tungsten Arc Welding process (GTAW) to join various types of metal. They will perform multiple types of welds and joints in all positions up to and including overhead. They will select the appropriate type of electrode, filler metal and shielding gas and be able to adjust welding equipment based on the physical characteristics and properties of the metal. Students will apply quality control factors to evaluate weld quality.		

Welding II: Flux Cored Arc Welding		476
Semester: 3 periods per day – 1.5 credits	Dues: See above	Grade: 12
Prerequisite: Shielded Metal Arc Welding (473) and Gas Metal Arc Welding (474)		
Co-requisite: Gas Tungsten Arc Welding (475)		
Students will be able to safely use the Flux Cored Arc Welding process (FCAW) to join various types of metal. They will perform multiple types of welds in all positions up to overhead. They will select the appropriate type of cored electrode and adjust welding equipment based on the physical characteristics and properties of the metal. Students will apply their understanding of quality control factors to evaluate the quality of welds.		

* Students are eligible to participate in early placement during the second year of the program if qualified per the Work-Based Learning guidelines. Students who successfully complete both levels of the program will be qualified to take the AWS(American Welding Society) certification test.*

Millstream Attendance Policy 2019-2020

In order to enhance the educational experience and employability skill set of students enrolled in Millstream Career Center programs, an attendance policy has been established. The policy guidelines are listed below:

- Students shall miss no more than seven days per semester of program class time. Any absence after seven must be excused with a doctor's note.
- Students who miss more than seven unexcused days per semester may be denied credit for the semester in their respective Millstream program.
- Students who miss more than seven unexcused days will be sent written notification of denied credit. Students will have a window of five days to submit an appeal for reinstatement of credit.
- An attendance review committee consisting of Millstream staff members shall hear an appeal by the affected student and/or parent.
- Students may receive credit if the review committee recommends that credit be reinstated. Credit may be earned back with various efforts such as make up time or work.
- An attendance award incentive may also accompany this attendance policy. Students who miss three or fewer days of their program class may receive an award based incentive.

Millstream Career Center cares deeply about students being successful. This policy is intended to enhance the learning experience.

Course Fees

Students are required to pay fees in most courses. The fee money is used to pay for materials and supplies used by the students. In some programs there are additional costs such as tool kits, uniforms, cosmetology kits which the students are expected to purchase. Students having a financial need should see their counselor at their home school or a Millstream administrator. All students who attend a Millstream program will be assessed an additional fee for technology costs of approximately \$12. All questions regarding fees should be directed to the Millstream program teacher.

Testing Costs

Required tests are paid for by Millstream. However if students wish to take any optional tests the cost will be shared by both the student and Millstream. Students who do not pass certification or licensure test on the first attempt will incur the cost of subsequent testing.

Criteria for Student Selection into Millstream Programs

1. Academic record (state test scores and GPA)
2. Attendance
3. Recommendations by counselor and previous teachers
4. Recommendation by the selection committee
5. Recommendation of career assessment, if applicable
6. Successful completion of any prerequisites
7. Program visitation
8. Submission of completed application by deadline; January 15, 2019

**Our application is entirely online.
Complete an application NOW at www.millstreamcc.org!**

Equal Opportunity Institution

Millstream Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law and provides equal access. Findlay City Schools has a Section 504 and Title VI Officer and a Title IX Coordinator.