

Dear \_\_\_\_\_,

You are receiving the following information because you may be a *prime candidate* for a new course offered at Washington HS next year. Information about the course is listed below. In short, you would be in *21st Century Skills* for 2-periods in the morning, followed by your core classes. The 2nd half of the day, depending on your schedule you will be excused to go to work (you must obtain employment and maintain employment for the entire school year), whenever your shift starts. We are going to explore a lot of different business aspects in class. This course would be a great opportunity to get some work experience, save money for school or whatever other plans you have post-graduation. Please take a look at the course descriptions and consider signing-up. If you are interested please complete the application and return to Mr. Bartruff ASAP, no later than Monday May 15th. Keep in mind that your application will be reviewed and you will be notified if you have been selected for this course. Your grades, attendance and AIR scores must all be on schedule for graduation.

**21<sup>st</sup> Century Skills (Blocked Semester Course- 2 credits)**

Grade 12

***Instructor Approval:*** (Applicants must apply)

***Prerequisite:*** Students must be in good standing academically. Credit requirements ***MUST*** be up-to-date to appropriate grade level. ***Attendance:*** Applicants must have at least a 90% attendance rate.

***\*\*Applicants that wish to apply with lower than 90% MAY enter program on a probationary period\*\****

***Co-requisite: Business Experience; Accounting is strongly recommended***

21<sup>st</sup> Century Skills is a program of study preparing students for gainful employment and academic preparation in the field of business. Students will learn how entrepreneurs contribute to the American economy, how to start and operate a business by using key marketing strategies that lead to success, day to day operations of a business and management of people, forecasting, cash flow, purchasing inventory, ratio analysis and management of taxes. 21<sup>st</sup> Century Skills utilizes technology and students will create a virtual company along with an extensive Business plan exposing students to risks, expansions, and social and ethical responsibilities.

**Business Experience (2 Credits)**

Grade 12

***Instructor Approval:*** (Applicants must apply)

***Co-requisite:*** 21<sup>st</sup> Century Skills

The Co-Op program is designed to give students an opportunity to gain work experience by granting permission to leave campus (schedule will determine) to obtain and maintain employment. It is the student's obligation to secure employment in order to receive early release privileges. The student will be evaluated on: job performance, attendance and business behavior.

**RETURN APPLICATION BY MONDAY MAY 15TH**