

OCCUPATIONAL EDUCATION (Career and Vocational Education)

Students may participate in vocational programs at the high school, or may, upon admission, attend the D. Russel Lee Career Center for intensive vocational training during the junior and senior years.

Courses available at the high school are:

1. **Distributive Education:** Distributive Education (distribution and marketing) includes various combinations of subject matter and learning experiences related to the performance of activities that direct the flow of goods and services, including their appropriate utilization, from the producer to the consumer or user. These activities include buying, selling, transportation, storage, marketing research and communications, marketing, finance and risk management.
2. **Occupational Work Adjustment:** Organized subject matter and learning experiences related to work adjustment in private and public employment designed for the potential drop-out prone youth, ages 14-15.
3. **Work and Family Life:** Home Economics comprises the group of related courses or units of instruction organized for purposes of acquiring knowledge and developing understanding, attitudes, and skills relevant to (a) personal, home and family life, and (b) occupational preparation using the knowledge and skills of home economics. The subject matter of home economics includes, in addition to content unique to the area, concepts drawn from the natural and social sciences and the humanities.
4. **Business Office Education:**

A. **Filing, office machines and a general office clerical:**

Planned learning experience which include a combination of courses and practical experiences concerned with the recording and retrieval of data, including classifying, sorting, filing, correspondence, records and other data. Career objectives are identified with a variety of occupational groups and specialization such as duplicating machine operators, file clerks, general office clerks and other filing, office machines and general office clerical occupations.

B. **Stenographic, secretarial and related occupations:**

Planned learning activities which include a combination of courses and practical experiences concerned with making, classifying and filing records, including written communications. Career objectives are identified with a variety of

occupational groups and specialization such as executive administrative secretary, secretaries, stenographers and other stenographic, secretarial and related occupations.

C. Typing and related occupations: Planned learning activities which include a combination of courses and practical experiences concerned with recording data, supervising and administering typing staffs and typing and managing offices. Career objectives are identified with a variety of occupational groups and specialization such as clerk typists, key punch and coding equipment operators, typists and other typing and related occupations.

5. Occupational Work Experience: Specialized programs of instruction designed for those high school students who are academic underachievers and/or those students who have become alienated from the school. Designed to develop student motivation, to change student attitudes toward education, and to develop through work experience the necessary attitudes and abilities to enable the student to become gainfully employed. Candidates of the program, regardless of grade level, must be at least 16 years of age and must have been identified by trained guidance counselors as potential dropouts.

D. Russel Lee Career Center

1. Fairfield students may elect to spend their junior and senior years at the D. Russel Lee Career Center. They will still be considered as Fairfield students and may elect to participate in extracurricular activities of this school. Upon successful completion of the program at the vocational school, they will receive their diplomas and be a part of the graduating class of Fairfield High. To be accepted into the program, students should have earned in ninth and tenth grades the following hours of credit:

30 quarter hours - English*
15 quarter hours - Math
6 quarter hours - Physical Education
15 quarter hours - Electives
15 quarter hours - Social Studies (Am. Studies I, II, III)
15 quarter hours - Science
10 quarter hours - Health

* Seniors entering the one-year program at the vocational school need 45 quarter hours of English.

2. Programs offered at the Career Center are:

Agriculture
Horticulture

Business Office Education

Accounting
Data Processing
Information Processing

Home Economics and Health
Child Care
Food Services

Trade and Industrial
Auto Body Repair
Auto Mechanics
Cabinetmaking
Carpentry
Cosmetology
Consumer Electronics
Construction Electricity
Diversified Health Occupations
Drafting
Graphic Communications
Heating and Air Conditioning
Law Enforcement
Machine Trades
Welding

(Approval date: September 25, 1995)