



# St. Charles County CAPS

Center for Advanced Professional Studies



## Course Catalog

2020-2021



St. Charles County CAPS  
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scccaps.org

Dear Applicant,

Thank you for considering the program at St. Charles County CAPS as one of your options when enrolling for classes. Center for Advanced Professional Studies (CAPS) programs are nationally recognized, innovative high school programs. Students fast forward into their future and are fully immersed in a professional culture, solving real-world problems, using industry standard tools, and are mentored by actual employers, all while receiving high school and college credit. CAPS is an example of how business, community, and public education can partner to produce personalized learning experiences that educate the workforce of tomorrow, especially in high skill, high demand jobs.

And, this program is available for you right here in St. Charles County! Students in the 13 high schools in the five public school districts in St. Charles County have access to apply for the St. Charles County CAPS program.

We offer three strands – Global Business/Entrepreneurship, Healthcare, and Technology Solutions (IT and Creative Media). All three programs will explore careers in those fields through a wide array of business partners. Learning is real-time, real-world, and hands-on. Emphasis is also placed on developing professional skills, such as communication and collaboration, which employers deem highly important to individual success.

If St. Charles County CAPS sounds like something you'd be interested in, we encourage you to talk more with your counselor, and take advantage of one of our Prospective Student/Parent Nights to see what we're all about.

We hope to see you soon and please do not hesitate to contact us. Thank you.

Sincerely,

Nicole Whitesell  
Director

# Enrollment Process

1. Prospective students must apply online through the St. Charles County CAPS website ([scccaps.org](http://scccaps.org)) under the Enrollment tab. There you will find the link to online application for St. Charles County CAPS.
2. Students must be currently enrolled and attending one of the St. Charles County public high schools in order to apply.
3. Student applicants attending their district's alternative high school will be accepted on a case-by-case basis. They are subject to the enrollment and funding policies of the sending district. Students with behavioral problems are not appropriate candidates to attend St. Charles County CAPS based on the many numerous professional expectations.
4. The partner school guidance office will compile an application packet and forward it to St. Charles County CAPS. The packet includes transcripts, attendance, and discipline reports.
5. All students must meet the criteria as set forth in the Missouri Safe Schools Act.
6. Admission to St. Charles County CAPS is a cooperative decision between the partner school and St. Charles County CAPS.
7. Late applications will only be considered after first-round applicants have been placed. Late applicants will be placed in programs based on availability.
8. Students may be added through the fifth day of first semester, if space allows.
9. Students who desire to transfer to St. Charles County CAPS from another CAPS program will be considered on a case by case basis.
10. Students must be in good academic standing and eligible to graduate with their original cohort class on time. This means a student coming over in his or her junior or senior year needs to have enough credits to be considered a junior or senior, respectively. Credit standing will be determined by the partner school and verified by St. Charles County CAPS.
11. The partner school reserves the right to remove a student from St. Charles County CAPS for lack of credits/academic progress or other concerns.
12. St. Charles County CAPS reserves the right to drop a student if his or her behavior is considered inappropriate, if the student is making a failing grade, or if the student is not meeting the 95% attendance requirement. Generally, students are dropped at the completion of a semester.
13. Students who are on a waiting list will be informed by their home school if an opening occurs and will also receive a letter from St. Charles County CAPS.
14. The partner school will notify St. Charles County CAPS of any drops or schedule changes. St. Charles County CAPS will notify the partner school of the same. St. Charles County CAPS will inform each partner school guidance office of current openings after enrollments are completed. The Director of St. Charles County CAPS reserves the right to make the final decision regarding any student's enrollment.

*St. Charles County CAPS Career Center programs are offered without regard to race, color, national origin, gender, or disability.*

# Frequently Asked Questions (FAQs)

## **Q: What is CAPS?**

A: Center for Advanced Professional Studies (CAPS) is a nationally recognized, innovative high school program. Students fast forward into their future and are fully immersed in a professional culture, solving real-world problems, using industry standard tools, and are mentored by actual employers, all while receiving high school and college credit. CAPS is an example of how business, community, and public education can partner to produce personalized learning experiences that educate the workforce of tomorrow, especially in high skill, high demand jobs.

## **Q: Is CAPS a trade school or vocational program?**

A: No. CAPS provides students the opportunity to deeply explore professional areas of interest through a profession-based, inquiry learning method. Local business partners participate with skilled instructors to provide exposure and skill acquisition in high demand professions. Students can earn high school elective credit for the CAPS program. College credit is also an option.

## **Q: What is the key difference between St. Charles County CAPS and regular high school?**

A: St. Charles County CAPS is a profession-based learning approach where students are fully immersed in the business community, treated as professionals and participate in real projects, using industry standard tools with real business partners. Students will gain professional skills in high demand/high skill careers. Students will begin their professional network with business partners and mentors, therefore jump-starting their career all before they enter college.

## **Q: How do colleges/universities view CAPS students?**

A: While each institution has different admission standards, showing the ability to complete real-world, interdisciplinary projects is proving to differentiate CAPS students on college, university, and scholarship applications.

## **Q: What type of credit can be received from a CAPS course?**

A: CAPS courses offer high school credit. The type of credit is determined by the home school district. College credit (dual credit) is available through Lindenwood University for the Professional Skills Boot Camp and the Profession-Based Experiences (Internships or Clinical Observation Rotations).

## **Q: What is the schedule in the CAPS program?**

A: CAPS courses meet 5 days a week for both semesters. The AM session runs from 7:30 AM -10 AM and the PM session runs from 11:30 AM - 2 PM. The classrooms are held at off-site business locations.

# FAQs (Cont.)

**Q: How much does it cost?**

A: Tuition for the program is paid by the student's home district.

**Q: What strands will be offered for the 2020 - 2021 school year?**

A: Global Business/Entrepreneurship, Healthcare, and Technology Solutions (IT and Creative Media)

**Q: How many high school credits are earned for CAPS?**

A: 1.5 credits per semester

**Q: Is transportation provided?**

A: No. Student/family must provide transportation to and from the off-campus CAPS sites.

**Q: Where will I go for classes?**

A: Here are the current CAPS class locations for 2019-2020:

- Global Business/Entrepreneurship: Stauder Technologies (4 days per week) and EDC (one day per week)
- Healthcare: Various locations by day of week and BJC & SSM hospitals in St. Charles County
- Technology Solutions: Charter Spectrum (Riverport Tower)

**Q: How will are students graded in CAPS?**

A: Instructors will provide detailed syllabus with expectations. Students are graded on project work, assessments, and professional skills (includes attendance and dress code).

**Q: What is the dress code?**

A: Students will dress business casual every day, unless otherwise specified by the instructor.

**Q: What if a student does not like the program once they begin?**

A: Students can withdraw from the program within the first 10 school days.

**Q: To enroll, what are the requirements?**

A: Students interested in the CAPS program need to:

- attain junior or senior status (based on high school credits)
- desire to work in a profession-based, real-world environment with other high school students
- be willing to comply with business ethics (e.g. attendance) and dress codes determined by the type of CAPS study they are involved in
- be willing to spend 4 class periods a day away from their home high school
- be able to provide their own transportation to CAPS business partner sites
- have a passion for a CAPS strand area of focus/study

# St. Charles County CAPS Information

St. Charles County CAPS provides high school students in St. Charles County with a pre-professional, innovative, and entrepreneurial education through career-oriented experiences that are both hands-on and real-world. St. Charles County CAPS students are immersed in professional environments, engaging in curriculum developed by industry professionals and program instructors - ensuring that what is taught in the classroom is relevant to the workforce. Learning is enhanced by project work direct from industry partners who engage to mentor students and ensure timely, accurate, and real project results.

Learning at St. Charles County CAPS is real-time, real-world, and hands-on. Emphasis is placed on developing professional skills, such as communication and collaboration, which employers deem highly important to individual success.

Students attend the CAPS program for half of their school day and the other half is at their home school. The morning CAPS session is from 7:30 AM to 10 AM and the afternoon session is from 11:30 AM - 2 PM. **Students who participate in St. Charles County CAPS must provide their own transportation to and from their home school and the business site. 95% attendance is expected to remain in the course.**

**A complete application is required to apply.** CAPS interviews may occur as well for strand placement purposes. The SCC CAPS application and deadline to apply can be found under Enrollment on the SCC CAPS website - [scccaps.org](http://scccaps.org). If you do not have access to complete the online application, see your counselor to complete a paper application.

## **High School Credit Offered:**

1.5 credits each semester

## **College Credit Offered:**

Lindenwood University

**-Profession-Based Essentials** (1 credit hour): A profession-based skills development course that prepares students for a profession-based work experience, internship, or practicum.

**-Profession-Based Work Experience** (1-3 credit hours): A profession-based work experience that enables students to work within a business context, clarify their career goals, and develop their professional skills under the supervision, guidance, and mentoring of an industry professional. Credit will vary depending upon time spent. One hour of credit requires 50 hours of work time.

## **DEADLINES TO APPLY:**

Early application:  
Monday, Dec. 9, 2019  
Final Application:  
Friday, Feb. 7, 2020

## **CAPS PROSPECTIVE STUDENT/PARENT NIGHTS:**

Healthcare: Monday 11/18  
Technology Solutions- IT: Tuesday 11/19  
Technology Solutions- Creative Media: Tuesday 11/19  
Global Business/Entrepreneurship: Wednesday 11/20

*All: 6:30 PM – 8 PM at Spencer Library*

# Entrepreneurship

**Prerequisite:** None

**Overview:** This course strand is designed for students to create real startup ventures and solve real business needs. They will be mentored by real employers and gain marketable professional skills in an off-campus location. This course will provide students a challenging, innovative, authentic, experiential learning environment that allows them to discover personal passions. Students will develop professional skills that are necessary to thrive in collaborative, innovative, and fast-paced environments. Their growth mindset and confidence will increase. Students will learn startup principles and develop an entrepreneurial mindset. They will turn ideas into actions, by validating their ideas, perfecting a pitch, and seeking resources and opportunities for a product or service. Students will also work with organizations to work on projects that solve real needs. This course culminates in an instructor-student agreed upon passion project and internship showcasing their work in this exciting field of study. **Students must provide their own transportation to and from the business site. 95% attendance is expected to remain in the course.**

***Classroom Location for 2019 - 2020:***

Stauder Technologies (M, T, R, & F)  
114 Mexico Court  
St. Peters, MO 63376

Economic Development Center of St. Charles County  
(Wednesdays only)  
5988 Mid Rivers Mall Drive  
St. Peters, MO 63376



**Examine innovation as a business activity and develop project management skills as you work with clients to solve real-world problems.**

# Healthcare

**Prerequisite:** None (Anatomy & Physiology/PLTW Human Body Systems or equivalent recommended)

**Overview:** This course strand is ideal for students who intend to go into a medical field. Students will engage in the team approach of healthcare at hospitals and/or healthcare facilities, giving students actual experience with health practitioners. Students will have the opportunity to learn about a variety of careers in the medical field, from medical practitioner to hospital administrator. Students will participate in medical training and clinical presentations prior to participating in clinical observational rotation assignments. Students will develop professional skills that are necessary to thrive in collaborative, innovative, and fast-paced environments. Students will learn about Safety, HIPAA, CPR, and Basic First Aid competencies. In addition, students will develop a capstone project. **Students must provide their own transportation to and from the business site. 95% attendance is expected to remain in the course.**

## **Classroom Location for 2019 - 2020:**

<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>	<b>Thursdays</b>	<b>Fridays</b>
St. Charles County Workforce Development - large conference room	Spencer Library - Community Council Rooms	Center for Healthy Living @ St. Charles Community College (Rooms 141 & 142)	Lewis & Clark (new room)	BJC St. Peters Hospital
212 Turner Blvd St. Peters, MO 63376 *park in lot between the bldg and the election authority	427 Spencer Road St. Peters, MO 63376	1 Academy Place Dardenne Prairie, MO 63368	2400 Zumbuhl Road St Charles, MO 63301	Varies

## **Partners:**

Progress West Hospital  
Barnes Jewish St. Peters Hospital  
SSM Health St. Joseph Hospital- Lake St. Louis  
SSM Health St. Joseph Hospital- St. Charles  
Various non-hospital healthcare facilities in  
St. Charles County



**Explore a variety of healthcare career fields through coursework, guest speakers, hospital & non-hospital site visits, projects, and clinical observation rotations.**

# Technology Solutions

**Prerequisite:** None (PLTW Computer Science or related business or graphic design courses preferred)

## Technology Solutions - Information Technology

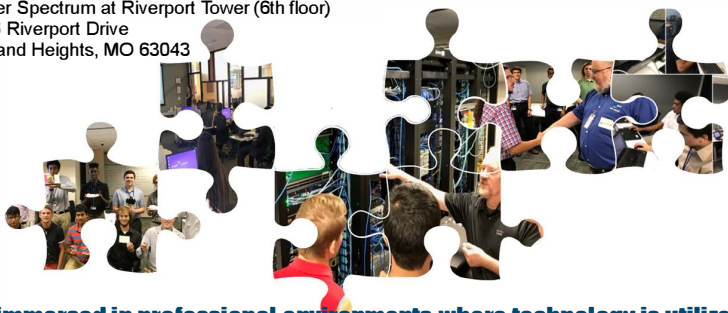
**Overview:** This course strand is designed for students interested in developing professional and technical skills required for careers in various areas of information technology. Students will be provided a challenging, innovative, authentic, experiential learning environment that allows them to discover personal passions. Students will develop professional skills that are necessary to thrive in collaborative, innovative, and fast-paced environments. Students will have the opportunity to explore the following areas as they relate to PCs and mobile devices: software engineering, web development, operating systems, hardware technologies, network design/technologies, management information systems and emerging technologies. Students will perform real-world projects for clients utilizing the expertise of diverse guest instructors, mentors, and business partners. Students will collaborate with mentors and business partners to produce client projects and design their own products or prototypes, as well as solve real world problems. This course culminates in an instructor-student agreed upon passion project and internship. **Students must provide their own transportation to and from the business site. 95% attendance is expected to remain in the course.**

## Technology Solutions - Creative Media

**Overview:** This course strand is designed for students interested in developing professional and technical skills required for careers in various areas creative media. Students will be provided a challenging, innovative, authentic, experiential learning environment that allows them to discover personal passions. Students will develop professional skills that are necessary to thrive in collaborative, innovative, and fast-paced environments. Students will have the opportunity to explore the following areas as they relate to creative media: video production, graphic design, audio production, and digital photography. Students will perform real-world projects for clients utilizing the expertise of diverse guest instructors, mentors, and business partners. Students will collaborate with mentors and business partners to produce client projects and design their own products or prototypes, as well as solve real world problems. This course culminates in an instructor-student agreed upon passion project and internship. **Students must provide their own transportation to and from the business site. 95% attendance is expected to remain in the course.**

### Classroom Location for 2019 - 2020:

Charter Spectrum at Riverport Tower (6th floor)  
13736 Riverport Drive  
Maryland Heights, MO 63043



**Be immersed in professional environments where technology is utilized to design products and solve business problems.**

# Off-Campus Experiential Learning Programs

Programs offered at **Lewis & Clark Career Center:**



Computer Maintenance & Networking  
 Computer Software Development  
 Early Childhood Careers  
 Health/Health Related Occupations  
 Precision Manufacturing Technology  
 Combination Welding  
 Brick and Stone Masonry  
 Building Trades - Carpentry  
 Electrical Trades  
 Heating, Ventilation, & Air Conditioning (HVAC)  
 Auto Collision Repair  
 Auto Service Technology  
 Power Equipment Technology

Strands offered at **St. Charles County Center for Professional Studies (CAPS):**

Global Business/Entrepreneurship  
 Healthcare  
 Technology Solutions- Information Technology  
 Technology Solutions- Creative Media



	Lewis & Clark Career Center	St. Charles County CAPS
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>Hands-On Instruction</li> <li>Industry Credentials/Certifications</li> <li>Workplace Environment/Professional Skills</li> </ul>	<ul style="list-style-type: none"> <li>Project-Based Curriculum</li> <li>Student Driven Career &amp; Industry Exploration</li> <li>Industry Driven Professional Skills</li> </ul>
<b>Leads to:</b>	Industry Certification, Internships, Advanced Training/College, Career Employment	Complete immersion in industry, Career & College Readiness, 2nd Semester Internship
<b>Dual Credit:</b>	Available in certain programs	Available in all strands via Lindenwood University
<b>Location:</b>	2400 Zumbuhl Road St. Charles, MO 63301	Satellite locations at industry specific sites
<b>Transportation:</b>	Provided by sending district to L & C campus	Student provides own transportation
<b>Tuition:</b>	Paid for by sending district	Paid for by sending district
<b>Participating School Districts:</b>	Fort Zumwalt, Francis Howell, Orchard Farm, St. Charles & Wentzville	Fort Zumwalt, Francis Howell, Orchard Farm, St. Charles & Wentzville
<b>Enrollment Process:</b>	Apply online through the Admissions tab on the L&C website - lewisclarkcc.org	Students apply online through the Enrollment tab on the SCC CAPS website - scccaps.org