

Name of School:

Name of Course: **Related Subjects**

Instructor Information

Name:
E-mail address:
School phone number:
Web page address:
Best times to be reached:

Course Description

This class includes the teaching of fundamental principles that determine success on the job such as employer-employee relations, personal adjustment, money-management, insurance, etc. along with related mathematics or other topics pertinent to the job.

District Standards and Power Benchmarks

Power Standards

1. Identify personnel values, interests, aptitudes and abilities.
2. Apply personnel information to an appropriate career path.
3. Apply the appropriate processes in finding a job.
4. Identify what is expected from an employee from the employer to maintain a job.
5. Identify what is expected from an employer from the employee to maintain a job.

Power Benchmarks

1. Students will identify career clusters and pathways that help them understand if their goals are realistic.
2. Students will learn the traits of becoming a successful entrepreneur.
3. Students will learn various ways to hunt for jobs, fill out job applications, write a resume, and a cover letter.
4. Students will learn to prepare for interviews, including research and rehearsing.
5. Students will learn safety and its impact on their employment.
6. Students will learn that personal and economic factors influence career choice decisions.
7. Students will learn how to prepare for their first day of work.
8. Students will learn how a positive attitude will lead to success on the job.
9. Students will be able to recognize and understand the appropriate traits for getting along at work.
10. Students will be able to recognize how teamwork benefits both team members and businesses.

Course Information

Related Subjects is a 2 term.
Units per course is 1.

Course Outline/Calendar

Complete daily reading assignments, bring in homework as assigned, complete chapter tests, unit exams, and semester finals. Complete workbook assignments, and participate in daily discussions. Completion of assessments of personal interests, aptitudes, and abilities.

Text/Other Required Materials/Resources

Successing In The World of Work. and Succeeding In The World of Work Workbook. Work book is furnished by the instructor. Students are to bring paper and pencil to class everyday. Student are NOT to write in the Workbook. All workbook activities are to be answered on students own paper.

Instructional Procedures & Support

Instructional procedures will consist of lecture, demonstration, reference materials and exemplars.
Extra help will be provided before or after school upon request.

Classroom Management Procedures

Treat all classmates and instructor with respect at all times.
Attendance and punctuality procedures will be as listed in student handbook. Be on time!
Students are responsible for all missing assignments.
No food or drinks are allowed in the classroom.
No electronics devices are allowed- phones, cameras ipods, etc.

Assessment Plan

Daily participation, workbook assignments, quizzes, tests, and exams.

Grading System

A	93 and above	Firm command of knowledge domain High level of skill development
A⁻	90 - 92	Exceptional preparation for later learning
B⁺	87 - 89	Command of knowledge beyond the basic concepts of knowledge Advanced development of most skills
B	83 - 86	Has prerequisites for later learning
B⁻	80 - 82	
C⁺	77 - 79	Command of the basic concepts of knowledge Demonstrates ability to use basic skills
C	73 - 76	Lacks a few prerequisites for later learning
C⁻	70 - 72	
I		The letter "I" indicates the student has not satisfactorily achieved the grade/course-level benchmarks and/or has missing work. "I" status is temporary and not a final grade. The letter "I" may affect athletic eligibility.
D⁺	67 - 69	Lacks knowledge of some fundamental ideas Some important skills not attained
D	63 - 66	Deficient in many of the prerequisites for later learning
D⁻	60 - 62	
F	59 and below	Most of the basic concepts and principles not learned Most essential skills have not been demonstrated Lacks most prerequisites needed for later learning

