

COURSE SYLLABUS FOR Career Management CC45

Instructor: Ms. Deborah L. Givens
Room: 36
School Year: 2017-2018
Phone: (910) 484-1151

COURSE DESCRIPTION:

This course prepares students to locate, secure, keep, and change careers. Emphasis is placed on self-assessment of characteristics, interests, and values; education and career exploration; evaluation of career information and creation of a career plan. Based on the National Career Development Guidelines, skills learned in this course include, but are not limited to communications, interpersonal skills, problem solving, personal management and teamwork. English language arts are reinforced. Work-based learning strategies appropriate for this course include business/industry field trips, internships, job shadowing, and service learning. Student participation in Career and Technical Student Organization, (CTSO) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences.

PREREQUISITE:

NONE

GRADING:

VocATS TESTS:	20%
Class participation:	20%
Class project:	20%
Class assignments:	20%
Mini quizzes:	20%

COURSE OUTLINE:

UNIT 1: Understand personal and social development

UNIT 2: Understand educational achievement and lifelong learning

UNIT 3: Understand career management

CLASSROOM POLICIES:

Cell-phone use will not be permitted in this class while instruction, assignment completion, and testing are taken place. The teacher has the right to confiscate cell phones of students who continue to use cell phones during class time. An administrator will be called for those students who refuse to give their cell phones to the teacher when asked to do so. Violators of this classroom policy will be written up, and parents will be contacted.

All assignments will be on Google Classroom for student convenience. All complete assignments submitted for grading will have the questions and the answers on them. All incomplete assignments will be given a grade of zero.

You may drink bottled water, juice, and coffee in this classroom, but do not eat in this classroom. Do not spill liquid in the laptops.