

Syllabus for Career Exploration

(A Semester Course)

Jessica Fuller, Instructor

Prerequisite:

No prerequisite is required, however prior keyboarding experience is helpful.

Instructional Philosophy:

You will be expected to meet course goals listed below and will be able to demonstrate your understanding of the required competencies. You will be held to safety and quality standards expected on the job.

Course Goals:

Following the successful completion of this course you will be able to: read functionally to complete various tasks, participate in and discuss advantages of being a member of professional organizations like Future Business Leaders of America, and demonstrate employability skills.

Course Description:

The program takes the students through a step-by-step, developmental, decision-making process, helping each student become aware of their own strengths and uniqueness. Exploring provides the student with caring mentors and role models from the community, and gives each student an opportunity to learn the relevance of education and the necessity of staying in school. It enhances the students' awareness of what they need to learn in order to become productive members of society and why that is important to them. It also provides the students with examples of moral and ethical choices in the working world

Course Outline:

This class will meet for a semester and will roughly follow this outline.

Career Education Focus:

1. Listing skills necessary for a career
2. Understanding diversity in the workplace
3. Applying skills to a career

Program Name:

Business Education / Career Exploration

Program Goals:

- To encourage critical thinking skills
- To promote educational values including economic understanding and consumer competencies
- To promote character growth and development including human relations, good work habits, positive attitudes, and ethical standards
- To provide a realistic understanding of the work environment
- To enhance employability skills
- To reinforce basic skills in such areas as communication, mathematics, and technology
- To stimulate interest in career development
- To foster an appreciation of the free enterprise system

Grading:

Grades are weighted according to the Autauga County Schools grading policy:

Major Grades	65%	Tests, projects, portfolio			
Minor Grades	35%	Daily work, class assignments, employability grade			
Grading Scale:	100-90 A	89-80 B	79-70 C	69-60 D	59-0 F

Homework:

I do not assign homework. Students have more than enough time in class to complete all assignments. If a student is absent, he or she may have to complete make-up work at home.

Course Communication:

You can always find lesson plans in two places online.

- PJHS Teacher Webpage / Jessica Fuller
- Course Schoology Page

All course work is always in Schoology. In the event that you are absent, all assignments are in Schoology.

Classroom Rules:

All school rules will be enforced. You are expected to leave your workspace clean and ready for the next student. This includes logging out, cutting off speakers, placing textbooks neatly between computers, pushing in chairs, and disposing of any generated trash. You are expected to treat everyone in the same manner that you would like to be treated.

- Rule #1: Do what you are supposed to do.
- Rule #2: Be where you are supposed to be.

Procedures for class violations:

1. Student / Teacher Conference / Verbal Warning
2. Parent Notification (via Parent Square or Phone)
3. Parent / Teacher / Administrator Conference
4. Office Referral

Supplies:

Earbuds. The kind that plugs into a desktop computer please. Please do not bring expensive ones. We will not be responsible for lost or damaged supplies. (no bluetooth earbuds)

Missed/Incomplete Assignments:

Students are responsible for acquiring and completing your make-up work within three days of an absence. However, you are welcome to ask questions about and get help with any work that you don't understand.

Additional Fees

There is a requested course fee of \$10. This will help cover the tech supplies required for the computer lab as well as ink for the printers that students will be using.

Career Exploration / Mrs. Fuller Syllabus Acknowledgement Form – 7th Grade

*****Please complete this sheet to indicate you have seen the syllabus and provide contact information. Return to Mrs. Fuller.

Student's Name

Parent's Name

(please print)

Class Period

(please print)

Parent's Signature _____

Student's Signature _____

- Course fees of \$10 can be paid on GoFan.

