



Career Exploration



Grades: 10th – 12th

Prerequisite: None

Credits: .5

Teacher: Mrs Sterrenberg

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School Homepage: <http://www.watseka-u9.k12.il.us>

Office Hours: Room 151 and 141; Before/After School

Resources: NEFE Workbook, MnCareers Guide, Online Resources

Supplies: 3-Ring Binder, Pencil, Paper

Course Description:

This class introduces students to the world of work through classroom activities. Students learn how to obtain employment, be successful on the job, and plan for a career.

Instructional Methods:

Techniques used include teacher and student demonstrations, guided and independent practice, lectures, technology, review games, and guest speakers. Team-based and cooperative group work will be applied. A simulation is used to apply the accounting concepts.

Learning Outcomes:

Each student will:

- Describe their personality, interests, attitudes, aptitudes, abilities, and values.
- Identify how their characteristics affect their career decisions.
- Compare and contrast different career paths.
- Interpret factors to consider when choosing a career.
- Differentiate sources for obtaining career information utilizing online resources.
- Construct key questions that should be asked when researching careers.
- Choose a plan of action and career goals.
- Examine the education and training needed for career choices.

- Explain qualities of a strong employee.
- Identify sources used to find job openings.
- Complete a job application form electronically and traditional format.
- Construct a professional resume and cover letter.
- Demonstrate how to make and receive business phone calls and write business letters, memos, and e-mails
- Demonstrate successful job interviewing skills.
- Write a thank you note to possible future employers.
- Examine the importance of being a team player at work and how to accept constructive criticism positively.
- Plan a wardrobe for work and describe good grooming guidelines
- Discuss the use of Form W-4 and Form W-2 and list considerations when filing tax returns
- Explain the difference between gross pay and net pay.

GRADING PROCEDURES

Daily Work Assignments: 70%
Tests and Quizzes: 30%

GRADING SCALE

90% - 100% A
 90% - 89% B
 70% - 79% C
 60% - 69% D
 Below 60% F

Assignments

Majority of assignments are done in class. It is crucial that you attend class every day. Certain assignments will be accepted as late work after the due date, but points will be deducted based on the amount of days late. Any assignment turns to a ZERO after the 5th school day from due date of the assignment. Tests and quizzes must be made up within TWO days of an absence due to excused illness or absence. If illness exceeds two days, then the student will get additional days for each excused absence.

Attendance

Each student is expected to be to class on time and in their assigned seat when the bell rings. If you are absent, it is YOUR responsibility to make arrangements to make up your work. You will receive two days for every excused absence for make-up work. If you are truant, you will receive no credit! Tardiness is an inappropriate disruption to the classroom environment and will be enforced according to school policy.