

NAME OF COURSE: Orientation to Vocational Education

NAME OF INSTRUCTOR: Mrs. LaJean Breedlove

COURSE LENGTH: 1 year

CLASS TEXTBOOK / MATERIALS:

Entering the World of Work, McGraw Hill Glencoe, Inc. 2006.

ISBN: 0-07-861458-9 student textbook

ISBN: 0-07-866498-5 student workbook

DESCRIPTION OF THE COURSE:

Orientation to Vocational Education identifies the importance of work, changes in the workplace, as well as acquiring and developing workplace skills. Students will be introduced to basic job skills necessary for starting a career. Community agencies, groups and resources will be explored. The class will teach pre-vocational skills necessary to enter the world of work.

COURSE CONTENT AND LEARNING OBJECTIVES:

- ✓ Planning your career
- ✓ why work matters and today's workplace
- ✓ Being an individual and getting to know yourself
- ✓ Exploring and learning about careers
- ✓ Training options and education after high school
- ✓ Making a career decision
- ✓ Finding job openings, job leads and networking
- ✓ Applying for a job, filling out applications, writing a resume
- ✓ Preparing for an interview
- ✓ First days on the job
- ✓ Understanding your paycheck and taxes
- ✓ Managing your money and making a budget
- ✓ Job safety basics and working safely
- ✓ Getting along with others on the job and communicating well
- ✓ Being a valuable employee
- ✓ Using Technology and computer applications
- ✓ Living on your own and being a part of your community

DAILY / WEEKLY ASSIGNMENTS, GRADING PROCEDURES AND SPECIAL PROJECTS:

Students should be ready to begin class each day, when the bell rings. Assignments are due the day after they are assigned, unless told otherwise. Each class begins with review, questions and answers over the material from the day before. Assignments are collected and/or graded and turned in. New material is presented and approximately 20 minutes is given to start the next days work.

To earn a passing grade and credit for the class, students must earn enough points of the total possible to meet the High School minimum 69% passing average. A final exam is given at the end of the semester and is worth 20% of the grade

Classroom participation , completion of workbook pages, textbook assignments, tests and quizzes are all part of the assessment of the student.