

Welcome to



CAREER SKILLS

With Mrs. Gould

Email: cgould@lancasterschools.org

***Parents I am in several different room throughout the day, so please email me and I will get back to you within 24 hours.*

COURSE DESCRIPTION

Students will discover careers from all 16 career clusters through exploratory activities analyzing educational requirements, worker qualifications, job outlook and more. Students will then further investigate careers based on their own interests, strengths, skills and abilities and develop a post-secondary education/training plan based on their academic and career goals. Students will develop job acquisition skills such as applying for a job, developing a resume and cover letter, and job interviewing techniques, all while practicing 21st century workplace skills such as time management, communication, problem-solving, presentation skills and teamwork.

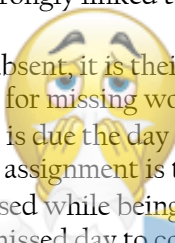
UNIT TOPICS:

- Unit 1: Career Development
- Unit 2: Options Beyond H.S.
- Unit 3: The Job Search Process
- Unit 4: Workplace Regulations
- Unit 5: Career Readiness Skills (Transferrable Skills)
- Unit 6: Lifelong Learning
- Unit 7: Leadership and Ethics
- Unit 8: Business Communications and Technological Innovations



ATTENDANCE/LATE WORK

- Student success is strongly linked to class attendance and absences should be limited.
- When students are absent, it is their responsibility to check the "absent work" folder for missing work the day they return.
- Any assignment that is due the day of an absence will receive a zero in the book until the assignment is turned in.
- For assignments missed while being absent, students will have one school day for each missed day to complete the work for full credit. Ex: a 3-day absence will result in 3 school days to make up the missed work.



MATERIALS



Please have the following items for class:

- ✓ Writing utensils
- ✓ binder

GRADING

Mrs. Gould uses a points-based grading system. Each assignment is given a point value and the student's average is calculated as a percentage of total points earned out of total points possible. *For example, if you earned 450 points out of a total of 500, you would earn a 90%.*

Assignments will include, but are not limited to:

- Participation
- In-class assignments
- Homework
- Projects/Quizzes/Tests

RULES AND EXPECTATIONS

Polite – Be nice to EVERYONE. Respect YOURSELF, your CLASSMATES, your TEACHER, and the CLASSROOM. No talking while others are and no cell phone use.

Prompt – Be on time. Enter the classroom quietly and get started on your early work.

Prepared – Bring all materials and necessary work to class every day.

Productive – Maximize learning time by staying on task, listening and following directions.

Patient – Wait for your turn to talk. Listen to others. Be patient with Mrs. G; she is one person