

COURSE SYLLABUS EMPLOYABILITY CORSICA HIGH SCHOOL

Course Description

Employability is a semester course for 9th-12th grade students, designed to develop the knowledge and skills necessary to prepare for the dual role of wage earner and family member. Knowledge of the factors involved in these roles is vital for preparing students to make informed and competent decisions regarding career and family life. This class meets every day for 50 minutes and has no prerequisites.

This course focuses on the development of the transferable skills students need in job and life situation tasks. These skills include: basic academic skills, thinking skills, personal qualities, use of resources, interpersonal skills and using information.

Topics that will be included in this course:

- Analyzing interest, aptitudes and skills to make informed career goals.
- Using job shadowing to research careers of interest and identify career preferences.
- Demonstrating job seeking and job keeping skills to gain immediate or future employment.
- Identify entrepreneurial characteristics and skills.

Instructional Philosophy and Delivery Plan

Students will be expected to meet all of the course goals listed in the course syllabus and be able to demonstrate their understanding of basic concepts of each topic/unit area. Students learning styles, interests, and areas of expertise will help to develop and carry out course plans. Students will complete all course requirements at a minimum of a 70% level of specific quality to pass the course.

Instruction will be focused on hands-on activities as well as lecture, discussion, demonstration, guest speakers, and other methods. Technology will also be used as a means of instruction. Students will have opportunities to work individually as well as a member of team to complete projects. Projects will also require students to use academic skills in language arts, math, social sciences, and science. FCCLA projects will be integrated into this course to enhance and promote the mastery level of competency for technical and academic standards.

Student assessment will be based upon daily participation, daily work, test/quizzes, journals, portfolios, presentations, written reports, and demonstration of skills learned. Students will also be assessed on their ability to work as an individual and/or group member.

Community resources will be assessed through speakers, panels, field trips, and student contacts.

Technology resources will be used as methods of instruction as well as in student work and presentations.

Major Course Projects

Students will demonstrate their skills by developing and completing the following projects.

- Completing a career aptitudes test
- Research paper/project on two potential career choices
- Participate in a mock interview
- Interview a local business owner
- Complete a job application
- Generate a resume
- Develop a business plan for a small business

Assessment Plan and Grading Scale

Students will be assessed in a number of ways, including checklists, essays, journal reflections, quizzes, tests, demonstrations, discussions, presentations/speeches, multimedia presentations, observation, group projects, and rating scales. Points will be awarded for each activity completed. Participation points will also periodically be reward for participate in class discussion and activities. Students will be graded using the following grading scale:

A+	99-100
A	96-98
A-	94-95
B+	92-93
B	89-91
B-	87-88
C+	84-86
C	80-83
C-	77-79
D+	75-76
D	72-74
D-	70-71
F	69-Below

Core Technical Standards

- ESF 1.1 Produce work ethic attributes for success
- ESF 1.2 Explain job acquisition skills
- ESF 1.3 Classify safe practices in work places.
- ESF 1.4 Differentiate employer and employee rights and responsibilities.
- ESF 1.5 Attribute diversity issues related to employment.
- ESF 2.1 Organize personal assessment results to explore career options.

Employability

Rational

Employability is a Family and Consumer Sciences course that prepares students for the dual role of wage earner and family member. Through this course students are able to explore career options, develop career goals, demonstrate job seeking skills, identify entrepreneurial skills, and skills needed to balance work and family. This class not only helps students prepare for life after high school, but the skills and topics covered within this class can be helpful to students who are currently employed. Throughout students lifespan they will encounter numerous career possibilities. This course allows students to learn about themselves in order to gain knowledge about a future career that meets their needs and interests. The transferable skills students learn in this class are not only needed in job settings but also in life situations. This course helps students make informed competent decisions regarding career and family life. These decisions are critical to ensure that students make smart career choices after high school.

Course Outline

- I. Career Exploration
 - a. Career Clusters
 - b. Interest inventory-Career Cruising
 - c. Career Cruising – My Portfolio

- II. Finding a Job
 - a. Job Sources
 - b. Networking and Personal Contacts
 - c. Entrepreneurship

- III. Job Search Skills
 - a. Resume Writing
 - b. Letter of Application
 - c. Job applications
 - d. Interviews
 - e. Professional Dress

- IV. Employer/Employee Relationships
 - a. Communication skills
 - b. Transferable work skills
 - c. Positive work skills
 - d. Conflict resolution
 - e. Workplace legal issues
 - f. Work ethic

- V. Small Business
 - a. Small business types
 - b. Entrepreneurship
 - c. Business plan