

Course Title: CAREER SKILLS	Course Description
<p>Course No. 3802 Grade level: 7-12</p> <p>Text and Resources: <i>Pacemaker Careers</i>, Part II; Globe Fearon</p>	<p>Course Value: *One Semester</p> <p>Credit Value: 1 - 5</p>
<p align="center">Course Content: Key Content Standards and Course Objectives</p>	
<ol style="list-style-type: none"> 1. Students will understand the importance of making a career plan. 2. Students will assess their strengths and weaknesses. 3. Students will explore various careers. 4. Students will develop an understanding of the world of work terminology. 	<p>This course will focus on the workplace readiness skills needed to be successful in the world of work. Students will develop skills in planning a career, identifying strengths, and explore careers in business and services, trade and industry.</p> <p>*Open entry/open exit</p>
<p align="center">Methods of Study</p>	<p align="center">Evaluation of Performance Standards</p>
<ol style="list-style-type: none"> 1. Students will complete all activities assigned. 2. Students will participate in discussion with other class members and/or teacher. 	<ol style="list-style-type: none"> 1. Students will complete all assignments with a minimum of 70% accuracy. 2. The supervising teacher will be satisfied with the quality of the student's work. 3. The student must receive a minimum score of 70% on a teacher assigned final evaluation.

CAREER SKILLS
Course Outline: 3802

I. Textbook Assignment:

Pacemaker Careers, Part II (5.0 credits)

- Read: Chapters 14-26.
- Complete: all “Check your Understanding,” “Chapter Reviews” and “Unit Reviews”.
- Complete the extension activity listed below.

II. Extension Activity Options:

1. Create a cover letter and reference page.
2. Teacher generated activity, approved by the site administrator.

III. Evaluation

- See your teacher for a unit test.
- All Writing assignments must meet the proficient level of the rubric provided by the teacher.
- All textbook work must meet 70% accuracy level for a “C” grade.