**SYLLABUS**

***Preparing for College and Careers –* Mr. Gull

Course Description**

Preparing for College and Careers is a required, one-semester course designed to help students identify and develop the skills needed for success in college, career, and life. This business course will be used to develop entry-level skills for career exploration, post-secondary education, training, and future careers. These skills will be learned through instruction, research, class discussion, projects, hands-on activities, Pre-tests, Post-tests, and the online Careers Student Center activities. Topics of study will include, but are not limited to: personal analysis, personal and professional goals, decision making, problem solving, career pathways, college prep, relationship skills, personal finance, job and college applications, resume building, preparing for the job interview, and essential life skills.

**Student Performance Objectives**

* Self-Assessment Activities
* Career Exploration
* Job Search and Interview Process
* Analyze Postsecondary Opportunities
* Demonstrate Workplace Readiness and Life Skills
* Apply Critical Thinking and Problem Solving Processes
* Identify and Effectively Use of Key Vocabulary Terms
* Enhance Literacy and Math Skills Throughout the Curriculum
* Address Elements of Education, Environment, Career, and Life

**Activities and Materials**

Issued Activities/Material: School To Career,TheGoodheart-Willcox Company, Inc.*,* 2018

Located on Mr. Gull’s Website – under “**Student Center”**

We will also use various supplemental materials, software, and the classroom computers for research, assessments, and completing assignments.

Experiences outside the classroom and guest speakers may also be utilized.

Students are expected to have their school ID, notebook, and a writing utensil with them daily.

**SYLLABUS (Continued)**

 **Course Requirements**

Accountability – Students are responsible for their own actions.
Preparation – Come to class prepared with all necessary materials.
Organization – Materials and work space should be kept in a neat and organized fashion.
Participation – Students are expected to be punctual and active participants on a daily basis.
Appreciation – Develop an appreciation for the significance of technology in society.
Communication – Use effective means to access, process, and communicate information.
Time Management – Time in class is to be used for careers and college prep work.
Assignments – All work is to be completed in a timely manner.

**Computers**

We will use school computers or I-pad’s daily to complete classwork. When computers are not being used for that day’s lesson, they will remain off or in sleep mode. Students will practice keyboarding skills or complete additional lessons during any down time, not play games or surf the web. Students will be expected to adhere to the school’s internet policy, and any inappropriate searches will be flagged and reported to me. Occasionally, students may need to complete assignments at home. If a student does not own a computer or have internet access at home, accommodations will be made and the student will not be penalized.

**Classroom Rules**

Students are expected to adhere to a high standard of ethics in the classroom. **Any** acts of classroom disruption will not be tolerated. Students will conduct themselves in a civil and cooperative manner. As this is a business class, students are expected to act professionally. Students are to respect their fellow classmates and teacher. All students will adhere to the Chesterton High School behavior policy and the Code of Conduct for Computer Labs. Personal electronic devices are not permitted in the classroom. Food and drinks are also not permitted.

 **Grading**

Grades will be based on daily work, class activities, projects, quizzes, tests, pre & post-tests, and class participation. A traditional grading scale will apply. See the student handbook for more information on grades and grade point average at RCHS.