

Name of School:

Name of Course: **Career Basics**

### **Instructor Information**

**Name:**  
**E-mail address:**  
**School phone number:**  
**Web page address:**  
**Best times to be reached:**

### **Course Description**

Students will participate in group activities that develop teamwork skills and entrepreneurial thinking. A product will be produced and sold within the class framework. Various job positions will be assigned in the production of the product

### **District Standards and Power Benchmarks**

Standards:

1. To identify and utilize qualities necessary to obtain and maintain a job.
2. Explore potential careers
3. Understand and demonstrate teamwork skills

Power Benchmarks:

1. Develop skills needed to read sequential directions.
2. Models effective listening and speaking skills.
3. Recognizes the relationship between working alone and working in a team.
4. Solves problems as self directed learner by evaluating their own work, effort, and behavior.
5. Organizes work to meet deadlines.
6. Applies basic safety and sanitation procedures in a lab.
7. Exhibits ability to produce quality products.
8. Identify their career interest and investigates related careers.

### **Course Information**

### **Course Outline**

Students will complete job application, thank you letter, interview, bag production, product, and clean-up procedures.

**Text/Other Required Materials/Resources**

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**Instructional Procedures & Support**

Course deliveries are in the form of: teamwork, hand on activities, product development in the framework of classroom business, marketing strategies

**Classroom Management Procedures**

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**Assessment Plan**

Each student will be assessed on the application process, interview process, and job performance in the form of rubrics.

**Grading System****Grading Scale:**

92 – 100	A
83 – 91	B
68 – 82	C
60 – 67	I / D
0 – 59	I / F