

# CAREER SKILLS COURSE OUTLINE

Teacher:  
Phone: 410-674-7710 ext. 211

Planning Period: 3  
(10:25 a.m. – 11:25 p.m.)

## RATIONALE

This course is designed to assist students in recognizing the importance of the work place in their everyday responsibilities. Students will examine specific career related characteristics about themselves. They will be able to demonstrate the ability to apply their self assessments, skills and abilities necessary to obtain job placement. They will also demonstrate abilities to analyze procedures involved in maintaining a career.

## PRESENTATION OF CONCEPTS

### **First Nine Weeks**

Chapter 1  
Chapter 2  
Chapter 3  
Chapter 4  
Chapter 5  
Chapter 6

### **Second Nine Weeks**

Chapter 7  
Chapter 8  
Chapter 9  
Chapter 10  
Chapter 11  
Chapter 12

### Excused Absent Notes

Must be provided to the teacher within three days of the absence. If a note is not provided the absence will become an illegal absence.

### Make-up Work

It is the student's responsibility to get make-up work from the teacher upon their return to class after an absence.

## MATERIALS

- ◆ Textbooks are a class set and are not assigned to students.
- ◆ Supplies
  1. A three ring binder must be purchased
  2. Lined paper, pens and pencils

### Make-up Days

Make-up days are scheduled for Mondays and Wednesday from 2:00 to 4:00 p.m.

## GRADE COMPUTATION

90% + = A  
80 - 89% = B  
70 - 79% = C  
60 - 69% = D  
0 - 59% = E

## **GRADING SCALE**

### 1<sup>ST</sup> Nine Weeks

60 % = Classwork  
20% = Test/Quizzes  
20% = Work Habits

## **GRADING SCALE**

### 2<sup>ND</sup> Nine Weeks

50% = Classwork  
30% = Test/Quizzes  
20% = Work Habits

- ❖ **Professional dress is required once a week.**
- ❖ **Homework will be assigned twice each week.**
- ❖ **The Academic Honesty Policy of Meade Senior High will be strictly followed.**