

COURSE OUTLINE

Teacher's Name: Mr. Cameron Bus. Education Office Tel: (410) 674-7710 X 211
Course Title: Diversified Occupations
Textbooks: Succeeding in the World of Work
Work Book: Business Skills Improvement Exercises
Conference Period: 3rd Period 10:25 am – 11:25 am

- I. Course Goals / Objectives:
- A. Provide students with realistic experiences in improving skills required for entry-level business employment.
 - B. To develop an understanding of how to become a wise consumer
 - C. To develop a positive attitude necessary for successful job performance and cooperation with fellow workers.
 - D. To develop an understanding of how to meet your adult responsibilities.
- II. Course Content: Students will concentrate and participate in many activities related to the following units:
- | | |
|--------------------------|----------------------|
| A. Self-Assessment | E. Professional |
| B. Exploring Careers | F. Life Skills |
| C. Finding a Job | G. Lifelong Learning |
| D. Joining the Workforce | |
- III. Evaluation Procedures: The grading scale for course activities will be as follows:
- A. Grade Percentages
- | Grade Percentages | Grade |
|-------------------|-------|
| 1. 90-100+ | A |
| 2. 80-89 | B |
| 3. 70-79 | C |
| 4. 60-69 | D |
| 5. 59% or below | E |
- B. Grading Scheme
- | | |
|--|---------------------------|
| 1. Quizzes / Tests | 25% |
| 2. Daily Production work | 75% |
| a. In-Class Activities | |
| b. Anne Arundel County Public School System Student Work Habit Assessment Evaluation | |
| c. Notebook / Portfolio | |
| 3. Extra Credit Work – As Assigned | Extra Value - As Assigned |
| 4. <u>Homework – As Assigned on Thursdays (Bus. Edu. Evening for HW)</u> | |
- IV. Special Course Requirements
- A. Write in ink at all times except when directed by Teacher to use a #2 Pencil for Scan-Tron Grading sheets
 - B. Maintain a neat notebook of chapter information and activities. For example, there will be no grading penalty if a mistake is crossed out with a neat line through it and an easily read correction replaces it. Students are urged not to bring whiteout to class.
 - C. Provided that Meade Sr. H.S. Absence policy is followed, a student will have time to make up gradable class work.
 - D. All graded papers must be kept in the students notebook / portfolio.
 - E. Textbook: "Succeeding in the World of Work"
 1. Do not remove textbook from the classroom.
 2. Textbooks are shared with other classes.
 3. Do not write in the textbook or remove pages.
 4. Textbooks will be counted before and at the end of each class. All students will have an assigned textbook to use during normal class periods.
 5. If and when a student needs to borrow a textbook, a non-assigned textbook will be signed out / loaned to the student as a temporary solution. Students are urged to stay on task while in the classroom so as to NOT need to do in-class work at home.

6. Borrowed textbooks are for two (2) day loans only. If not returned, then on the 4th school day of the total book-lending period, the student will have their SQR score reduced by one point for each day the borrowed textbook is overdue.

V. Materials

- A. An in-class textbook will be assigned by property receipt to each student.
- B. Bring new notebook paper and a pen to class EVERY DAY. No pen or no paper means that a student is not prepared to work which is part of the Student Work Habit Assessment Requirements.
- C. Student workbooks, if assigned, will remain in the classroom.

VI. Classroom Procedures / Rules:

- A. All students must be in their assigned seats when the bell rings and remain in their seats throughout the class.
- B. Except when pre-authorized, papers written in pencil will not be accepted.
- C. Talking when either the teacher or a classmate is responding is not acceptable.
- D. Warm-up Exercises:
 1. Every day at the start of a class
 - a. Bell Work Question and/or
 - b. Business Skills Improvement Workbook Exercise
 2. Warm-up Exercise counts as a part of your Daily Production Work Grade
 3. No credit is earned if you are late to class without administrative permission.
- E. Rudeness and disrespect is never acceptable. Consideration, teamwork and respect are required at all times.
- F. Honesty, fair dealing, mutual constructive support, and individual responsibility are expected at all times.

VII. Quizzes / Tests, Bell Work, SQR in-class assignments, Homework, and Improvement Exercises

- A. Ethical Behavior is expected at all times.
- B. All papers are to be passed forward by rows to the front and then to the center for central collection and to demonstrate teamwork and cooperation.
- C. **While attending Meade Senior High School a student will, at all times, follow and be in full compliance with the Anne Arundel County Public School Honesty Policy Guidelines. All work will be the student's own work.**

VIII. The Diversified Occupations Program, in general

- A. All students are expected to make an effort to thrive, not just survive.
- B. All D.O. class students must be in the work experience program and gainfully employed at all times.
- C. If a student is illegally absent from D.O. class, then that student is not to be at a work job site that day.
- D. Students are expected to share experiences with other students within the classroom.
- E. The classroom work environment will reflect expectations found in the business world.
- F. All students will work to develop in-class public speaking presentation skills.
- G. A copy of this course outline will be kept in the student's notebook.

IX. Program and Course modifications are always possible.

Print Name

Student Signature

Date

D.O. Period: _____