

# **Careers - Business**

## **Course Syllabus**

Careers - Business addresses the need for students to develop good work and study habits, to learn about school resources, to develop educational plans, and to develop solid interpersonal skills, with an emphasis on communication and building self-esteem. Students will participate in daily discussions, computer usage (Word, Excel, Inspiration, PowerPoint, and MassCIS), team building, and projects.

### **Course Goals**

#### Achieving School Success

- Analyze what makes a good rule
- Recognize the importance of school wide expectations (PHS)
- Assess their strengths and weaknesses with respect to study skills
- Acquire skills to make class notes more organized and useful
- Distinguish various study skills required for different subjects and tasks
- Compare the contributions of individuals in a group
- Assess the effectiveness of a group at accomplishing a task
- Differentiate factors that help and hinder effective group process
- Suggest ways to deploy group members to best accomplish a task

#### Developing Life Skills

- Identify and prioritize their work values
- Analyze the extent to which they act on their values
- Analyze how they spend their time
- Suggest strategies to maximize the use of time
- Evaluate strategies for more effective use of time
- Analyze the relationship between decisions and values
- List strategies that assist in making decisions wisely
- Recognize characteristics of successful oral communication

#### Plan Your Future

- Use MassCIS to match skills and abilities to career choices
- Differentiate between the meaning of “goal” and “objective”
- Propose strategies leading to goal realization
- Perceive the relationship between values and establishment of goals
- Design an individual five-year game plan, listing major personal and financial issues to be considered
- Trace the relationship between present behavior and long-term goals
- Measure their own attitudes towards success
- Examine attitudes conducive to success
- Suggest ways to overcome roadblocks to success

## Success in the Job Search

- Acquire an understanding of the meanings of the components of work
- Describe appropriate dress for various work environments
- Prepare a personal resume
- Identify common signals for making inferences about how candidates might perform on the job
- Analyze how preconceptions affect communication
- Learn how to dress, speak, and act during a job interview
- Evaluate effectiveness of an interview

## **Student and Classroom Expectations**

### **P – Personal Achievement**

- Communicate with teacher if you have questions/concerns
- Follow directions and instructions
- Always pay attention
- Work quietly
- Have all materials
  - Three-ring binder with paper and 5 dividers
  - Pen/paper
  - Homework
- On time to class

### **H – Honorable Actions**

- Food/drink only in designated areas
- Use appropriate language
- Hats worn before or after school
- Keep all electronics turned off and out of sight

### **S – Strength in Community**

- One voice at a time
- Keep hands, feet, and objects to yourself
- Treat teacher, fellow students, and our school equipment/facility with respect

After school assistance is available on Tuesdays from 2:20-3:00. Help is available on other days upon request and as scheduled with the teacher.

## **Contact Information**

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