

Strategies for Success--Course Syllabus

Strategies for Success will orient students to the world of work and school. The class addresses the need for students to develop good work and study habits; helps students to prepare portfolios, to learn about school resources, to develop career plans, to start preparing for college, and to develop solid interpersonal skills, with an emphasis on communication and building self-esteem.

Course Goals for Strategies for Success

Achieving School Success

- Discuss the importance of self-esteem
- Recognize the importance of school wide expectations (PHS)
- Identify staff persons and their areas of expertise or responsibility
- Assess strengths and weaknesses with respect to study skills
- Acquire skills to make class notes more organized and useful
- Explore extracurricular activities in and out of school
- Suggest and evaluate strategies to maximize the use of time
- Assess the effectiveness of a group at accomplishing a task

Developing Life Skills

- Analyze the relationship between decisions and values
- List strategies that assist in making decisions wisely
- Recognize characteristics of successful oral communication
- Identify the appropriate processes in the organization of a successfully written letter
- List and categorize causes of stress and discuss strategies for stress resistance

Plan Your Working Future

- Differentiate between the meaning of “goal” and “objective”
- 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
- 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

Success on the Job

- Identify ways to become oriented to a new job
- Prepare for a new work or school environment
- Develop changes in behavior necessary for adjustment to the business world
- Recognize the qualities of job effectiveness
- Review real world criteria and processes for measuring job effectiveness

Keyboarding

- Use proper positioning when keyboarding
- Key alphabetic letters using correct fingers

- Demonstrate knowledge of language and proofreading skills
- Use Microsoft Word, Excel, and PowerPoint to process documents
- Format standard memos, personal-business and business letters, and reports

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

Grade Descriptor

<u>Description</u>	<u>Weight</u>
Tests and Projects	30%
Quiz	20%
Class work and Homework	20%
Participation and Attendance	<u>30%</u>
Total	100%

Dress for Success

Dress for Success will be scheduled once a month. Students will be required to follow proper business dress attire according to a rubric and will receive a test grade for participating.

Missed Work

All missed tests/quizzes must be made up within 5 school days of the original test/quiz date.

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.

Mrs. Levesque can be reached at:

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