

# East Rutherford High School



## CAREER MANAGEMENT COURSE SYLLABUS

Instructor.....Mrs. Atoniea “Tonya” Boykins, MBA, GCDF  
Email Address.....[tboykins@rcsnc.org](mailto:tboykins@rcsnc.org) Phone: (828) 245-6424  
Classroom Location..... N-Hall Room 605  
Textbook.....Succeeding in the World of Work

### *Supplies Needed:*

Pencil/Paper/Black or Blue Pens, Highlighters, Colored pencils (1) 2.5 inch 3-ring binder notebook (10) Dividers and Flash Drive.

### COURSE DESCRIPTION

This course prepares students to locate, secure, keep, and change careers. Emphasis is placed on self-assessment of characteristics, interests, and values; education and career exploration; evaluation of career information and creation of a career plan. Based on the National Career Development Guidelines, skills learned in this course include, but are not limited to communications, interpersonal skills, problem-solving, personal management and teamwork. English language arts are reinforced. Work-based learning strategies appropriate for this course include business/industry field trips, internships, job shadowing, and service learning. Student participation in Career And Technical Student Organization, (CTSO) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences.

This course focuses on developing the knowledge and skills necessary to:

- Make healthy lifestyle decisions
- Communicate effectively
- Work effectively as a member of a team
- Develop an understanding of self
- Use career exploration tools to retrieve information.
- Develop learning goals for lifelong education
- Develop and manage a career plan
- Use thoughtful decision-making
- Manage a career in response to employment trends, mobility, societal needs and technology development.
- Demonstrate strategies to create, obtain, maintain and advance employment

<b>CC45 - Career Management</b>	
<b>1.00</b>	<b>Understand Personal Social Development</b>
	1.01 Develop understanding of yourself to build and maintain a positive self-concept. 1.02 Develop positive interpersonal skills including respect for diversity. 1.03 Integrate growth and change into your career development 1.04 Balance personal, leisure, community, learner, family and work roles.
<b>2.00</b>	<b>Understand Educational achievement and lifelong learning</b>
	2.01 Attain educational achievement and performance levels needed to reach personal and career goals. 2.02 Participate in ongoing, lifelong learning experiences to enhance your ability to function effectively in a diverse and changing economy.
<b>3.00</b>	<b>Understand Career Management</b>
	3.01 Create and manage a career plan that meets your career goals. 3.02 Use a process of decision-making as one component of career development. 3.03 Use, accurate, current and unbiased career information during career planning and management. 3.04 Master academic, occupational and general employability skills in order to obtain, create, maintain and/or advance your employment. 3.05 Integrate changing employment trends, societal needs and economic conditions into a career plan.

### **EVALUATION**

*Students will be evaluated in the following manner:*

Test grades.....	30%
Class Assignments/Lessons/Modules.....	25%
Projects/Research/Writing Assignments.....	25%
Quizzes.....	20%

#### **Grading Scale**

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

#### **Notebook Grade: (Six Weeks)**

1st Six Weeks -	4 grades
2nd Six Weeks -	5 grades
3rd Six Weeks -	6 grades

The weight of each section may vary with the introduction of a new 6 weeks period. If so, students will be advised of those changes.

**Attendance Policy:**

The attendance policy as well as other policies are outlined in the school's code of conduct and it will be followed.

**Makeup Work Policy:**

After any absence, all makeup work is due within a 2-day time limit. Any unfinished assignment will be given a zero score after that time. Students should make up work and time in the after school program if possible and necessary.

**Class Rules:**

1. Be responsible. Come to class prepared to work.
2. Be Honest. Cheating is not tolerated
3. Be respectful. No rude comments, gestures, or behaviors.
4. Be punctual. I count tardies!
5. Be sure to make up time. Anything after 2 days needs to be made the learning

**Consequences:**

1. Warning/1 minute after class
2. Removal from classroom with parent contact
3. Administrative Referral

Students are expected to participate fully in each class session. You should bring your class notebook with paper, flash drive, and pen/pencil to class each day. I look forward to working with and getting to know each of you this semester.