

School to Work Syllabus



Course Description

This Freshman School to Work class is a one-semester class that extends through the full year. In this course, students will be introduced to industry expectations such as dress codes, soft skills to promote academic and career success, technical skills, written communication, social / business etiquette, and technical writing. Students will be working individually and with upper classman to gain an understanding of the pathways and choices available at MTCHS. Throughout the course students will be working toward the completion of an application portfolio which is required to enter into their sophomore year of high school at MTCHS.

Competency

All competencies must be passed in order to receive semester credit for the course. A student who fails a competency must retake and pass the competency, with a score of 70% or higher, within 2 weeks of the failed attempt. A maximum of 2 retakes for a total of 3 attempts will be allowed to pass the competency. Course competencies will be identified to students and will be marked as competencies in the grade book. If a student retakes a competency and passes, a score of 70% will be entered into the grade book.

The competency for this course is the completion of the Sophomore Application Portfolio which includes several formal documents that have been completed throughout the year, as well as evaluations relating to career choice and ability, and a graph measuring personal likes and dislikes in technology.

Course Standards:

- ◆ Personal hygiene
- ◆ Teamwork
- ◆ Business attire
- ◆ Communication
- ◆ Presentation

- PTE 1.2.2 Interpret written information, including, manuals, graphs, and schedules
- PTE 1.2.3 Unlock the meaning of unknown or technical vocabulary using standard strategies (e.g., context clues, prefixes, suffixes)
- PTE 1.2.4 Locate key points, main ideas, relevant details, facts, and specifications in written materials.
- PTE 1.2.5 Judge the accuracy, appropriateness, style and plausibility of information, proposals, or theories in materials used.
- PTE 1.3.4 Identify patterns and relationships that create doubt, uncertainty, difficulty, or disappointment
- PTE 1.3.5 Devise appropriate responses to given situations
- PTE 1.3.6 Apply past observations to present work-related situations
- PTE 2.1.1 Guide communication activities using established rules of grammar, word usage, spelling, and sentence construction
- PTE 2.1.2 Select communication style appropriate to audience and situation
- PTE 2.1.3 Present messages in a form that assists recipient's understanding (e.g., speak and write clearly and concisely, write legibly)
- PTE 2.1.4 Locate needed information using communications reference tools (e.g., dictionary, thesaurus, style manual, word division guide)
- PTE 2.1.5 Interpret oral, written, and nonverbal messages
- PTE 2.1.6 Follow written and oral instructions
- PTE 2.1.7 Clarify messages received (e.g., through paraphrasing, questioning)
- PTE 2.2.1 Apply basic communication skills in communicating orally

- PTE 2.2.2. Use nonverbal techniques to reinforce the intended verbal message
- RI.9-10.1. Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text.
- RI.9-10.2. Determine a central idea of a text and analyze its development over the course of the text, including how it emerges and is shaped and refined by specific details; provide an objective summary of the text.
- RI.9-10.3. Analyze how the author unfolds an analysis or series of ideas or events, including the order in which the points are made, how they are introduced and developed, and the connections that are drawn between them.
- RI.9-10.4. Determine the meaning of words and phrases as they are used in a text, including figurative, connotative, and technical meanings; analyze the cumulative impact of specific word choices on meaning and tone (e.g., how the language of a court opinion differs from that of a newspaper).
- RI.9-10.5. Analyze in detail how an author's ideas or claims are developed and refined by particular sentences, paragraphs, or larger portions of a text (e.g., a section or chapter).
- RI.9-10.7. Analyze various accounts of a subject told in different mediums (e.g., a person's life story in both print and multimedia), determining which details are emphasized in each account.
- RI.9-10.8. Delineate and evaluate the argument and specific claims in a text, assessing whether the reasoning is valid and the evidence is relevant and sufficient; identify false statements and fallacious reasoning.

Career Building Skills:

- ◆ Mastering presentation and delivery
- ◆ Business writing and communication
- ◆ Identify skills and strengths for pathway success
- ◆ Using eCIS
- ◆ Time management
- ◆ Business models

- PTE 1.1.1 Identify factors that influence problem solving and decision making.
- PTE 1.1.2 Analyze the source of the problem or the situation requiring a decision
- PTE 1.1.3 Generate possible alternatives
- PTE 1.1.6 Use creative thinking processes to support solving problems and making decisions
- PTE 1.1.7 Justify solution or decision with evidence to support or refute alternatives
- PTE 1.1.10 Evaluate action taken
- PTE 1.1.12 Adjust action plans as needed
- PTE 1.2.1 Locate needed information in written materials using formatting cues, skimming, and scanning
- PTE 1.2.2 Interpret written information, including, manuals, graphs, and schedules
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- PTE 1.2.3 Unlock the meaning of unknown or technical vocabulary using standard strategies (e.g., context clues, prefixes, suffixes)
- PTE 1.2.4 Locate key points, main ideas, relevant details, facts, and specifications in written materials.
- PTE 1.2.5 Judge the accuracy, appropriateness, style and plausibility of information, proposals, or theories in materials used.
- PTE 1.7.2 Determine the level of detail necessary for various situations according to prescribed procedures (including task analysis; procedural analysis; financial activities; personnel matters; customer contacts; noncompliance and violations; and/or deviations from normal operation of processes, equipment and instrumentation)
- PTE 1.8.2 Develop schedules for materials production handling, and distribution
- PTE 1.8.3 Develop meeting schedules
- PTE 1.9.2 Analyze how factors of production (including land, labor, capital, and entrepreneurship) are used to produce goods and services
- PTE 1.9.4 Analyze how individuals and business firms use resources to produce goods and services to generate revenue

Technical Skills:

- ◇ Mastering MS Office (or current office suite software)
- ◇ Mastering OS (current version)
- ◇ Working with charts, graphs, and spreadsheets

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- PTE 1.2.4 Locate key points, main ideas, relevant details, facts, and specifications in written materials.
- PTE 1.2.5 Judge the accuracy, appropriateness, style and plausibility of information, proposals, or theories in materials used.
- PTE 1.7.3 Ensure that documentation is complete and error-free and provides valid and reliable evidence