**Ms. Harvey Career Explorations Syllabus Room 105**

**2020-2021 School Year**

**Email:** [**harveys3@gcsnc.com**](mailto:harveys3@gcsnc.com) **Phone: 336-4494255 Ext. 1619**

**The Career Exploration Curriculum supports the following objectives.**

**​STUDENTS WILL**:

1. Identify individual interests, abilities, strengths and personality traits.
2. Understand personal values and work skills in career planning
3. Understand the influences that societal, economic, and technological changes have on employment trends and future training.
4. Explore and understand the framework of the Career Fields/Career Clusters model.
5. Develop skills to locate, evaluate, and interpret career information.
6. Understand the relationship between educational achievement and career choices/post-secondary options.
7. Identify career clusters and related pathways through an interest assessment that match career and education goals.
8. Develop a career and education plan that includes short and long-term goals, high school program of study, and post-secondary/career goals.

**Canvas:**

We will be starting the new school year remotely. It is important to log into our Canvas class daily.  I will post how to use Canvas videos for those of you who are not familiar with the platform.

 If you have a question, ALWAYS check the course website first. Thoroughly READ all Announcements, Discussions, and assignments daily on Canvas.

I will be available through Canvas to chat, set up group and individual conferences, and by email.

**I will post daily Instructional Announcements and it is important that they are read daily.**

**Course Goals & Objectives**:

By the completion of this course the student will be able to:  Introduce the career development process including self-awareness, career awareness, career exploration, career preparation, career satisfaction, and transition.

* Develop and apply the technical competencies and related academic skills that allow for economic independence and career satisfaction.
* Integrate information from academic and career assessments to begin planning for careers and education/training beyond high school.
* Demonstrate the ability to communicate, solve problems, and work individually and in teams. Determine Personal Interest, Aptitudes and Abilities

**RESOURCES**: Paxton Patterson Learning Management System (lms.paxtpat.com).

Web activities and hands on activities will both be used when in the classroom setting.

**DESCRIPTION**: Career Investigation will enable students to learn and understand a variety of career clusters, attributes, and aptitudes needed for different types of occupations and careers. The students will also learn how attitudes and behaviors affect the climate of a workplace.

**REQUIRED MATERIAL: USB Flash Drive and headphones.**

**Course Assessment Guidelines**:

Classroom Participation Discussions 10% Daily Work 25% Quizzes 15% Test 25%  Project 25%

1. There will be class discussion each day and students are expected to participate.
2. Students will complete a variety of daily work assignments – most of which will be completed using Learning Management System. Personality tests, personal and work interest inventories, career and educational/training research are just a few of the tasks that will be completed by the student.
3. There will be check-point Quizzes and Test.

Please arrive on time for class. Entering class late is disruptive to others and on-going activities.

**EXPECTATIONS:**

* Obey all EGMS rules

Follow directions the first time they are given

* Respect the teacher, classmates, guest, equipment, and furnishings in the classroom
* Please arrive on time for class. Entering class late is disruptive to others and on-going activities.
* No playing games on the computers unless given permission· No internet sites or email that is not related to class assignments may be used without permission.

**ELECTRONICS POLICY**

 Any use of electronics in the classroom that distracts from anyone’s educational rights and success will result in the electronic device being taken and turned into the office.

Cell phones must be left in your locker or put in the assigned location in the classroom.

You may NOT be on Pandora or any other website to listen to music. All online streaming that is not part of a class assignment is a violation of your internet user agreement and will result in you losing internet and/or computer privileges.

**College & Career Ready Labs- 9 Modules to Explore**

**DIGITAL MUSIC**

History of sound & recorded music • analog vs. digital • MIDI controllers • Mixcraft • virtual instruments • recording multiple tracks • loop mode • sound effects • sampling in digital music • career planning

**FORENSIC SCIENCE**

Investigating crimes • digital microscopes • fiber types • investigating fibers & soil samples • trace evidence • ink chromatography • lift latent fingerprints • chain of custody • composite drawings • DNA evidence • career planning

**HOSPITALITY & TOURISM MANAGEMENT**

Tourism geography • customer service • business math • hospitality law • accounting • convention marketing • hotel reservation systems • industry sectors • management • travel agent • economics • operations • safety, sanitation & emergency procedures • event planning • career planning

**INTRO TO CHILD DEVELOPMENT**

Child development theories • principles of growth & development • newborns, toddlers, preschool & school-aged children • cognitive development • social-cultural influences • special needs • employment settings & qualifications • safety & sanitation procedures • staff & family relations • ethical & legal responsibilities • career planning

**INTRO TO COMPUTER SCIENCE**

What is computer science? • history of computers • how computers work • information & data • binary numbers • logic statements & truth tables • software vs. hardware • the internet • basic programming • app design • web development • computational thinking • cybersecurity • ethics & societal impacts • career planning

**LIFETIME NUTRITION & WELLNESS**

Wellness wheel assessment • physical wellness • intellectual wellness • occupational wellness • financial wellness • environmental wellness • spiritual wellness • nutrition & wellness connection • career cluster survey • volunteering • career planning

**PERSONAL FINANCE**

Money & income • fixed vs. variable expenses • budgeting • goal setting • employment • wages & benefits • banking basics • roles within a bank • money management • lending • interest • risk management • insurance • personal vs. business taxes • financial planning • emergency funds • financial portfolios • savings & investments • the global economy & market • career planning

**VIDEO PRODUCTION**

The three stages of video production – pre-production, production, post-production • composition • the rule of thirds • three-point lighting • camera techniques & equipment • linear vs. nonlinear editing • basic & advanced editing techniques • continuity • audio • green screen • legal issues • career planning

**VIRTUAL ARCHITECTURE**

Architectural history • scale drawings • CAD program • floor plans • interior & exterior designs • landscape designs • sketching furniture • blueprints • virtual space • symbols • color schemes • career planning