

WORK EXPERIENCE

I. Course Description

This 10 credit course is designed to equip the student with general work experience, while developing skills to seek out employment, learn and maintain quality work ethics, and to learn the skills and maintain the vocation of employment.

II. Course Goals and Objectives

Goals

1. The student will be prepared to seek out and find employment
2. The student will gain the skills of confidence and personal salesman ship during the job seeking and interviewing process.
3. The student will learn quality work ethics in the work place, while still maintaining a strong Christian character.

III. Objectives

1. Develop own resume
2. Develop job hunting strategies
3. Fill out job applications
4. Fill out work permit
5. Preparing for and participating in job interviews
6. Fill out W-2 forms
7. Understanding the concept of using the time clock
8. Develop standards of behavior in the work place
9. Develop good interpersonal skills
10. Develop effective communication skills with fellow employees
11. Develop quality customer relations and service.
12. Become familiar and trained in the usage of all equipment necessary to run the business and maintain the employment

IV. Course Outline

The student will work on all objectives at her own pace. After successfully finding employment the student will develop and use the above objectives.

V. Evaluation

A. Components

1. Daily conversations with teacher and student interaction
2. Reviewing all written documents for job employment
3. Periodic evaluations with supervisor
4. Teacher will have periodic discussions with student's supervisor.

B. Grading Scale

The student will receive credit if she successfully completes the course.