

Julian Charter School
Course Description
Work Experience Education

In class instruction for a semester must be equivalent to one period each week.

1. Economic Awareness
 - a. Consumer Math Skills
 - b. Personal Financial Budgeting (Life Skills)
 - c. Salaries/wages
 - d. Cashiering
 - e. Basic Economics

2. Vocational Education
 - a. Exploring Careers without College
 - b. SCANS
 - c. Skills based learning
 - d. Certification pursuits

3. Career Awareness
 - a. COIN
 - b. Job shadowing

4. Workplace Knowledge
 - a. Applications, Cover letters, and Resume Writing
 - b. Interviewing
 - c. Job hunting skills
 - d. How to get, keep, and leave a job
 - e. How to obtain a promotion
 - f. Labor Laws

5. Employer Expectations
 - g. Decision Making
 - h. Problem Solving
 - i. Conflict Resolution
 - j. SCANS
 - k. Respect

6. Work Experience / Workability
 - a. 10 hr./wk
 - b. 1 hr. of instruction
 - c. Assignments
 - d. Employer evaluation

e. time card/work hour record