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