Laura Brown

16500 W. Hwy 29, Liberty Hill, TX 78642

lbrown@libertyhill.txed.net

(512) 260-5500 X7142

Career Preparation is a work-based learning program which is designed to develop essential knowledge and skills through classroom technical instruction and on-the-job training in an approved career and technical area of training that has already been approved and assigned a PEIMS work-based learning number.

**Classroom Instruction**

Students will receive classroom instruction in general life-long learning skills, employability skills, leadership, management skills, free enterprise system, work ethics, safety, mathematics, financial transactions, and communications as a group. Each student also will be given specific occupational training assignments in the classroom to support the student’s work-based training.

**Training Site Instruction**

Approved training sponsors will provide paid occupational training for students at approved training sites. Each student will have a written individual training plan that will address job specific knowledge and skills appropriate to his/her training station. The training sponsor will assist the teacher-coordinator in providing the necessary knowledge and skills for the student’s specific work-based training.

**Texas Essential Knowledge and Skills (TEKS)**

127.13 Career Preparation I – all TEKS will be covered.

127.14 Career Preparation II – all TEKS will be covered.

**Lessons**

Specific units on the following subjects will be addressed and incorporated into lessons where applicable. Lessons also will incorporate four core subjects (English, Mathematics, Science, and Social Studies) as appropriate.

Understanding the Workplace

* Work ethics
* Safety on the job
* Diversity
* Sexual harassment and related laws
* Appropriate dress
* Office settings and standards of conduct
* Human relations, customer/client relations, employer relations

Job Search and Career Readiness Skills

* Career research (Reality Check)
* Entrepreneurship and the free-enterprise system
* Research on nontraditional roles for men and women
* Occupational/career information from outside speakers
* Resume writing
* Creation of individual portfolios

Financial Literacy

* Business math and record keeping
* Budgets and banking
* Income tax information

Business Communication

* Vocabulary building
* Letter writing and written communication skills
* Telephone techniques and oral communication skills
* Study of body language
* Current events and report writing
* PowerPoint presentations on variety of subject areas

Leadership and Teamwork

* Leadership training through participation in affiliated CTSOs
* Group projects
* Etiquette/banquet planning and participation

**Grading Policies**

The Employer Evaluation will be delivered each 6 weeks and will be 50% of the 6 weeks grade. . Career Preparation students do not have “homework” grades. However, you may be asked to interview, take pictures, etc outside of class. Career Preparation students are released early in order to go to work or do homework from other classes before going to work. The other 50% of the grade is comprised of class work, certifications, and in-class projects.

50% Employer Evaluation

50% Daily Grades