

ANKENY CENTENNIAL HIGH SCHOOL

Course Syllabus

Course Title:	School-To-Work/Multi-Occupations
Ankeny Centennial:	High School Credits - 3 credits per semester
DMACC:	2 Credits 1 st Semester: DMACC ADM221 Career Development Skills 3 Credits 2 nd Semester: DMACC ADM936 Occupational Experience
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Basic Resources

- Getting the Job You Really Want.
- Dave Ramsey – Foundations in Personal Finance
- Succeeding in the World of Work
- Business simulations and handouts

Statement of Purpose:

The purpose of the School-To-Work/MOC program is to give all eligible students opportunities to have well-supervised work experiences that provide development of their skills and abilities toward their academic and career goals.

Course Description:

MOC is a cooperative education program involving Ankeny Centennial High School, DMACC, the student and the community. Students will attend a class focusing on skills needed for success in the workplace and help them become a productive member of society. They will also obtain practical work experience through an on-the-job training experience in an approved business setting.

Assignments:

Assignments will be handed in on time. Exceptions will be made for illness and absences pre-approved by the office. If you are absent from class, contact your instructor or talk to a classmate to get your assignment.

Preparation and class conduct:

You have a great opportunity to learn, earn college credit and have a fun year. Do your part; you'll get out what you put in! The expectations are that students come prepared for class. It is your responsibility to be prepared for class. The classroom will be considered as your workplace. This

class is a stepping stone to the workplace. As such, students are expected to conduct themselves in a professional manner, be punctual and meet deadlines.

COURSE PLAN

UNIT 1 MOC Orientation

- Expectations and requirements
- Program rules and regulations
- Training Plan

UNIT 2 Getting the Job you Really Want

- Learn about Work
- Looking for a Job
- Applying for a Job
- Job Seeking Portfolio

UNIT 3 Research Corporate America

- PowerPoint Professional Development Presentation per DMACC requirement

Final - Presentation

UNIT 4 Customer Service

- Brochure

UNIT 5 Working on the Job

- Workplace management
- Expectations of employers

UNIT 6 Taxes

- 1040EZ

UNIT 7 Policy Manual

- PowerPoint Presentation

UNIT 8 Working on the Job

- Human relations at work
- Worker rights and protection

UNIT 9 Foundations in Personal Finance – Dave Ramsey

UNIT 10 Teamwork

- Team building
- Problem solving

Final - Presentation

Grading Policies:

Our Multi-Occupations academic class and the work experience have been combined into one grade. This grade will be based upon the following:

Categories/Weighting in Infinite Campus:

- Class 40% / Evaluation 25% / Work Hours 25% / Work Verification 5% / Employability Skills – 5% / final is 10% of your semester grade

Board Approved Standards

- Students will understand how laws and regulations affect business and personal finances
- Students will understand the need for properly maintaining business records
- Students will develop employability skills necessary for long-term success in the workplace
- Students will develop the interpersonal relationships skills necessary for success in the workplace
- Students will work the required number of hours necessary for success in the workplace

Grading for Academic assignments

The Ankeny Centennial High School grading scale will be used in this class:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and lower

Behavioral Expectations

The work habits/behavior standards are for grades 6-12 courses in our district. These work habits/behavior standards will be reported throughout the semester and are as follows:

- Organization and Readiness
- Productivity and Accountability
- Collaboration Skills

For those of you accessing this document electronically, the work habits tool can be accessed [here](#). We will be using the following performance levels:

Performance Levels for Work Habits/Behavior Standards			
MS	PM	DM	NE
Meets Standard	Partially Meets Standard	Doesn't Meet Standard	No Evidence

These descriptors are intended for feedback and communication and do not impact a student's GPA.

Grading for Semester Work Hours**

A	14 hrs a week
B	12-13 hrs a week
C	11 hrs a week
D	10 hrs a week
F	below 10 hours a week

Students are expected to be employed throughout the school year regardless of hours worked.

Students will be required to submit:

- Weekly Work Report
- A check stub copy every grading period (six weeks)
- If you don't get a check stub, you must turn in a copy of every check
- Print out of work hours for entire semester signed by employer

Students should average 12 hours a week throughout the school year. Students must average more than 10 hours at work per week to pass the class

Students must have teacher permission to work for their parents. Also, if the student is permitted to work for their parent:

- A parent/student/teacher meeting is required
- Student must submit a copy of each check stub