

**Clovis Adult Education**  
**Career Technical Education, Business**

Professional Employment Preparation (PEP)  
SPRING 2017

**Course No.:** 063600

**Instructor:** Lila Young [lilayoung@cusd.com](mailto:lilayoung@cusd.com) (subject line: PEP Class)

**Dates:** August 28 – October 20, 2017

**Days/Hours:** Monday – Friday 8:00 am – 10:15 am

**Classroom:** Room F1

**Resources:** Flash Drive  
Paper & pens or pencils

**Course Description:**

This class prepares students to succeed in their certificate program as well as preparing them for the professional business environment after receiving their certificate. The focus is on the student. Student will learn:

1. Manage your time through a calendar
2. Develop life skills through self-assessments
3. Develop study skills to succeed in their lecture classes
4. Develop test taking strategies to succeed in the MOPS class and lecture classes
5. Develop Communication Skills (Conflict Resolution)
6. Develop a resume, which you will start in this class and complete when you finish your last class.
7. Develop interview skills
8. Write an effective Cover Letter (applying for a job) and Thank You letter (after an interview)

**Goals:**

By the end of this term, you will:

1. Dress professionally
2. Manage your personal and class time
3. Use a calendar to effectively manage your time.
4. Examine your personal finance and make adjustments to gain financial independence
5. Identify strength and weaknesses within yourself and manage the weaknesses
6. Identify opportunities and threats in your everyday life
7. Understand HIPAA & and sign a confidentiality form
8. Understand and be aware of occupational Safety
9. Understand and practice workplace Etiquette

**Requirement to Take this Class:** High School Diploma & Passing the TABE Test (TOR)

**Course Outline:**

<b>Week</b>	<b>Activity</b>	<b>Assignments</b>
Week 1: August 28 – September 1 <i>SLO #3: Effective Communicators</i>	<ul style="list-style-type: none"> <li>Syllabus</li> <li>Student Handbook &amp; Rubrics</li> <li>Learning Style Inventories</li> <li>Test Taking Strategies</li> <li>Your Life-Span - What are your goals?</li> </ul>	<ul style="list-style-type: none"> <li>In-class Activities: LSI</li> <li>Go over the Student Handbook</li> <li>Professional Dress Day</li> <li>Turn in Time Management Report</li> </ul>
<b>September 4, 2017</b>	<b>Labor Day Holiday</b>	<b>NO SCHOOL</b>
Week 2: September 5 - 8 <i>SLO #4: Quality Producers</i>	Time Management Project Personal Budget Project HIPAA & Confidentiality Classroom Politics = Office Politics Classroom Etiquette = Work Etiquette	<ul style="list-style-type: none"> <li>Professional Dress Day</li> <li>In-Class Exercises</li> <li>Turn in Time Management Report</li> <li>Turn in Weekly Budget Report</li> </ul>
Week 3: September 11-15 <i>SLO #5: Involved Community Members</i>	Self-Assessment (Time Management) <ul style="list-style-type: none"> <li>Personal Interest Inventory</li> <li>Personal Values</li> <li>Maslow Hierarchy of Needs</li> <li>Personal Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Professional Dress Day</li> <li>Turn in Time Management Report</li> <li>Turn in Weekly Budget Report</li> </ul>
Week 4: September 18 -22 <i>SLO#1: Active problem Solvers</i>	Dress Professionally (formal vs. casual) Watch the Attitude (Soft Skills) <ul style="list-style-type: none"> <li>Walk in Their Shoes</li> <li>Conflict Resolution</li> </ul>	<ul style="list-style-type: none"> <li>Professional Dress Day</li> <li>Turn in Time Management Report</li> <li>Turn in Weekly Budget Report</li> </ul>
Week 5: September 25 - 29 <i>SLO#2: Goal Setters &amp; Achievers</i>	Personal Barriers Communications Review Time Management Project Review Personal Budget Project	<ul style="list-style-type: none"> <li>Professional Dress Day</li> <li>Turn in your resume</li> <li>Turn in Time Management Report</li> <li>Turn in Weekly Budget Report</li> </ul>
Week 6: October 2 - 6 <i>SLO#3: Effective Communicators</i>	Personal Data Sheet Resume (Types of Resumes) Letter of Recommendations	<ul style="list-style-type: none"> <li>Professional Dress Day</li> <li>Turn in Time Management Report</li> <li>Turn in Weekly Budget Report</li> <li>Turn in your cover letter</li> </ul>
Week 7: October 9 - 13 <i>SLO#4: Quality Producers</i>	Job Search <ul style="list-style-type: none"> <li><b>CAE Externship/ Rubrics</b></li> <li>Networking/Contacts</li> <li>Cover Letter</li> <li>Filling out Application</li> </ul>	<ul style="list-style-type: none"> <li>Professional Dress Day</li> <li>Turn in Time Management Report</li> <li>Turn in Weekly Budget Report</li> <li>Turn in Cover Letter</li> </ul>
Week 8: October 16 - 20 <i>SLO #5: Involved Community Members</i>	Interviews <ul style="list-style-type: none"> <li>Types of Interview</li> <li>Body Language</li> <li>Questions</li> <li>Mock Interview</li> <li>Thank You Letter</li> </ul> Job Retention - First Day of Class	<ul style="list-style-type: none"> <li>Professional Dress Day</li> <li>Turn in Time Management Report</li> <li>Turn in Weekly Budget Report</li> </ul>

### Passing This Class

1. This class is activity base
2. There will be assignments, group activities and in-class exercises.
3. Class is Pass/Fail; however, points are assigned to each project and class-activities.
4. Points: 75% of the total points is passing
5. Point System:
  - a. Time Management Project
  - b. Personal Budget Project
  - c. Learning Style Inventories (LSI) activities
  - d. Professional Dress Day
  - e. Resume/Cover Letters Plus Activities
  - f. Mock Interviews
  - g. Self-Evaluation Activities
  - h. Life-Span Activities

### Attendance

1. Attendance is mandatory.
2. You will be drop from this class if:
  - a. Absent for 3 consecutive days
  - b. Exceed 5 days of absence (including tardies – 3 tardies = 1 absent)
3. It is your responsibility to keep track of your absences and tardies.

### PLAGIARISM/CHEATING

1. All individual assignments must be completed individually and uniquely.
2. Talking during an exam is considered cheating and will result in failing the exam.
3. Copying an example out of a book, handout or another student and turning it in as your own work is **PLAGIARISM**.
4. If you must copy, “cite” your references.
5. **If you are caught cheating, see the [Cheating Policy](#)**

### Writing Assignments:

1. **All writing assignments must be complete, written in English, with proper grammar, sentence construction, and in paragraph format**
2. When the text has a question, the answer must be written in a paragraph format.
3. No IM abbreviations or text messaging abbreviations.
4. Grammar is important because the assignment will have a polish and professional look.

### Talking in Class & Cell Phone Calls

1. Limit talking in class (except helping a student or relating to computers). Respect other students.
2. Excessive talking will result in a warning.
3. If talking continues, you will be ask to leave the class and receive a tardy/absence.
4. If you expect an emergency phone call, please inform your instructor.
5. Turn off cell phones and put them away (**not** on your desk or in your hand).
6. No talking during exam. Talking during exam will result in failing the exam.
7. NO cell phone during exam

### Technological Resources (Internet & Computer Labs)

1. CUSD and CAE Technological Resources are for educational purpose; to be “used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.”
2. “Student should expect no privacy in the context of personal files, e-mails, or while using the District’s technological resources.”
3. Students using District’s technology “may be supervised and monitored.”
4. The use of the District’s resources “is a privilege, not a right, and inappropriate use of these facilities and/or resources will result in a cancellation of those privileges, disciplinary action and/or legal action in accordance with and Board Policy.”
5. Internet Safety:
  - a. Engaging in personal attacks, including prejudicial or discriminatory attacks such as “cyberbullying” is prohibited.
  - b. Harassing another person: Harassment is persistently acting in a manner that distresses or annoys another person. When a student is told by a person to stop sending him or her messages, they must stop.

## Clovis Adult Education and Clovis Unified School District Standards

1. All Clovis Unified Schools are Drug Free Campus
  - a. Zero Tolerance Policy
  - b. No Smoking or tobacco products on campus
  - c. Smoking Area is on the Sunnyside Ave sidewalk on the west side of campus
  - d. No Drugs or Gum Chewing
2. **Dress Code** – Philosophy is Dress For Success & Use Common Sense
  - a. Absolutely! **Positively!** **No perfume, cologne, or any fragrance**
  - b. Men: No Saggy pants; No Gang Wear; No Tank tops/cut-off sleeves; Remove hats in the classroom
  - c. Women: No shorts/skirts that are too short; too much Exposure (midriff); No spaghetti strap tops
  - d. See Student Handbook for the student dress code.
  - e. Professional Dress Day
3. Restrooms – Taking too many breaks will result in a tardy or leaving early
4. Emergencies **Procedures:**
  - a. Fire
    - i. Gather your personal items.
    - ii. Leave the computer on
    - iii. The Fire Escape Plan is posted by door as you walk out.
    - iv. Do not leave campus unless you have informed your instructor.
  - b. Lock Down
    - i. If you are outside the classroom, return to your classroom immediately.
    - ii. If the door is locked, find a classroom that is open.
5. Parking
  - a. Do not drop off or pick up students on David E Cook Way (Student Safety). Do this in the parking lot
  - b. Visitor parking is 20 minutes (green stalls)
  - c. Additional parking are available on the east side of campus
6. Internet **Access:**
  - a. CUSD Appropriate Use. – User Agreement
  - b. Monitoring Internet activities:
    - i. No Email during class (unless making an appointment with the Career or Financial counselors)
    - ii. No Games - Prohibited
    - iii. Violation will result in blocking access to the Internet and a warning.
    - iv. Second violation will result in a Counselor Referral.
    - v. A third violation, you will be sent home (plus an absence).
    - vi. A fourth violation, you will be drop from the class

## Computer Lab Rules

1. Absolutely! Positively - **No Food, Candy or Drinks near the workstations.**
  - a. If you must have beverages, beverage container must have tight fitting cap.
  - b. Keep all beverages on the floor.
2. Do not touch the screen. Why? \_\_\_\_\_
3. Do not write on the computer or the table.
  - a. Shutdown your computer.
  - b. Clean your table (eraser crumbs, pencil lead, etc.).
  - c. Put the keyboard and mouse under the monitor.
  - d. Put chairs away.
4. Keep the workstation table clean.
  - a. Shutdown the computer (in Period 2 and 3)
  - b. Throw away staples
  - c. Absolutely, no beverages at the workstation. Put all beverages on the table in front of the classroom.
  - d. No candy or gum – See first rule.
5. When helping your neighbor:
  - a. Keep your hands on your own mouse.
  - b. Let your neighbor do all the work.
  - c. Use the terminology you learned in class. (Effective Communications).
  - d. If you are unable to help your neighbor, ask for help by placing the red cup on top of your monitor.

6. Computer Lab Resources: **NO PRINTING.**
  - a. Save all assignments as PDF or XPS formats.
  - b. If you need to print, ask your instructor.
  - c. Or, ask the instructor or the lab assistance for assistance.
7. Differences between your book and the computer lab
  - a. There will be differences between what your book will show and what the computer in the lab will show.
  - b. Book information can be a version behind.
  - c. Rule of thumb: try to distinguish the differences and similarities.
  - d. If you are not sure how to proceed, ask the instructor.
8. Save all work on your flash drive.
  - a. It is critical you save all your work onto the flash drive.
  - b. Before taking an exam, the instructor will check if all chapter assignments have been completed.
  - c. If you are missing assignments, you will be asked to show the missing work before taking the exam.
9. If you have a concern, see instructor.
10. Recycling
  - a. Paper
  - b. Empty plastic bottles and aluminum cans
  - c. Trash

**In Summary – Employability Guidelines (Work Rules = Classroom Rules)**

1. Be Respectful
  - a. Be in class during lecture
  - b. No cross talking – use listening skills
  - c. Inform the instructor if you need to leave early at the beginning of the class.
  - d. Do not walk out in the middle of a lecture.
  - e. No food or drinks at the workstation. Keep them off the workstation
  - f. Be patient
2. Be Courteous
  - a. Listen when other people are presenting
  - b. Encourage other
  - c. Say “Please” and “Thank You.”
3. Be Responsible
  - a. Be on time.
  - b. Turn in work on time
  - c. At the end of the class period:
    - i. Turn off computer
    - ii. Clean your desk (table)
    - iii. Put the keyboard and mouse under the monitor
    - iv. Put your chair away
  - d. Clean your table (pencil marks and eraser crumbs)
  - e. Keep track of your own absences – have a calendar to track exam dates and your absences & tardiness
4. Be Prepared
  - a. Bring supplies to class
  - b. Do the assignments when assigned
  - c. Be ready to learn

## Cheating Policy

### CTE defines cheating in the following ways:

- Using anything other than what the teacher provides for test taking purposes.
- Presenting work to the teacher that has not been completed by the student alone
- Copying a test material
- Providing assistance to other students where no outside help is allowed.
- Talking during an exam.
- Any use of a cell phone during an exam.
- Leaving the classroom for any reason during an exam.

### If a student is suspected of cheating, the teacher will

- Re-read policy to the student as stated in the syllabus (this policy is part of the syllabus).
- Inform student that a second occurrence will result in a meeting with counselor and a possible suspension.
- Fill out “**Infraction Form**” stating “suspected situation” and put in student file along with documentation stating reason for suspicion.
- Sign and date form.

### If a student is caught in the act of cheating, teacher will:

- Re-read policy to the student as stated in syllabus (this policy is part of the syllabus).
- Impose the following penalty:
  - ❖ Invalidate the test or assignment.
  - ❖ Give student a “0” for the work with no possibility of a make-up.
    - If this involves a “Unit Exam” in IT, the student would not be allowed to move forward.
  - ❖ Have student sign “**Record of Infraction,**” stating the offense
  - ❖ Have student meet with Counselor to discuss the incident.
    - Counselor will discuss the incident with the Learning Director
    - A Disciplinary Contract will be written up and the student will be advised to consequence, i.e., warning, suspension, or drop from the program.

## Student Learning Outcomes

### SLO 1: Active Problem Solvers

- ❖ Apply critical thinking skills & problem-solving process
- ❖ Utilize technology on the job & in day-to-day life

### SLO 2: Goal Setters & Achievers

- ❖ Establish & accomplish constructive short & long-term goal

### SLO 3: Effective Communicators

- ❖ Use spoken & written communication competently & confidently
- ❖ Use technology creatively & ethically

### SLO 4: Qualify Producers

- ❖ Demonstrate a strong work ethic
- ❖ Strive for excellence
- ❖ Work well independently and with others

### SLO 5: Involved Community Members

- ❖ Respect the rights of others
- ❖ Make a positive contribution to your family, school, workplace and community.

## The Six Pillars of Characters

### Trustworthiness:

- Be honest
- Don't deceive, cheat or steal
- Be reliable – do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – Stand by your family, friends, and country.

### Respect:

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

### Responsibility:

- Do what you are supposed to do. Persevere; keep on trying!
- Always do your best.
- Use self-control
- Be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.

### Fairness:

- Play by the rules
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

### Caring:

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

### Citizenship:

- Do your share to make your school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority
- Protect the environment