



CAREER AND TECHNICAL EDUCATION

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Work Readiness Program

16/17

CTE is a Division of the WSWHE BOCES

CTE COURSE SYLLABUS

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Work Readiness Program



Course Description:	Work Readiness Program is developed to teach students the basic soft skills, hygiene, and work readiness attributes that lead to basic life skills. The Work Readiness Program will also teach basic banking, resume writing and entry level skills needed to work as a culinary steward, custodian and green technician preparing them for work and independent living.
Prerequisites:	Full Scale or Composite Reading Scale Score: 70-80 Age: 14-21 years old IQ: 70-85 Health: Medically independent and/or maintained by school nurse
Location:	F. Donald Myers Education Center and Southern Adirondack Education Center
Course Objective:	The objective of the Work Readiness Program is to prepare students for employment and independent living using hands-on activities, work experiences, and classroom instruction.
Course Topic Outline:	First Impression: Instructs proper hygiene, grooming attire and attitude, attributes that are needed in the world of work and daily living. Culinary Arts: Explores nutrition, sanitation, basic cooking, kitchen orientation and weights and measurements. Students prepare and serve food including breakfast foods, sandwiches, soups, fruits and vegetables, desserts, and baked goods. Green Technology: Explores the process of recycling and aspects of collection and sorting of various products. Activities incorporate record keeping, map reading, decision making and teamwork. Custodial Technician: Explores basic cleaning, sweeping and mopping techniques as well as room preparation and outdoor lawn care. Hands-on projects combined with classroom activities incorporate team work and safety.
Student Course Requirements:	14-21 years old
Textbooks/Materials:	First Impression: Movies & Guide Books, 4 Modules (hygiene, grooming, dress and attitude), PBIS, Overcoming Obstacles - A Program for Success, Education movies (job search, work ethic, nutrition, safety, human relationships), Start Program (culinary), and Good School Maintenance (Custodial).
Assessments/Technical Assessments:	Students will be assessed on all of the following: Daily performance and soft skills sheets (decision making, personal development, work ethic, resources, leadership, team work), Job Skills Logs (hands-on), My Skills Questions, Career Matchmaker Questions and quarterly evaluations.
Grading System:	Quizzes 20% Projects 35% In-class Assignments 20% Tests 20% Homework/Journal 5%

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Attendance & Class Participation:	The WSWHE BOCES has an attendance policy that requires students to miss no more than 18 days across the school year. For those times when it is necessary to be absent, a written note from the parent/guardian will be expected the next class day.
Activities/Labs/Projects/Clinics	Each lesson incorporates a hands on activity, which includes an ongoing schedule for recycling, specific floor and window cleaning, and specific lawn care. Activities also include class meals, SkillsUSA fundraisers, Junior Achievement Presentations, field trips for employment and independent living projects.
Student Provided Material List:	All materials for student use are provided by the school and WSWHE BOCES Multimedia Services
Industry Certification:	None
Articulation Agreements:	None
Related Careers/Post-Secondary Training:	Careers in a or as: recycling center, culinary steward, custodial services
ELA/Math Credit Integrated Academic Overview:	ELA and Math are integrated into the classroom by the instructors. Credit is not earned.
NTHS Nominations Requirements:	N/A
Student Affiliated Organizations:	SkillsUSA
WBL Experiences/Requirements:	Students participate in work-related experiences within the Myers/SAEC campuses as well as the community.

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov.