FACSED CAREER READINESS ADVANCED
Course Syllabus

Course Number: CAEL-0211
OHLAP Credit: No
OCAS Code: None
Course Length: 60 Hours
Career Cluster: Hospitality & Tourism
Career Pathway: Restaurant Food & Beverage Services
Career Major(s): Food Service Management Assistant

Pre-requisite(s):

Course Description: This course is designed to provide students with continuing workplace knowledge and skills to succeed in any career. Students will further develop the personality traits, enjoy ability skills, and leadership skills desired by employers. Students will master techniques in management of their personal life, family life, and career preparation. Students will have the opportunity to continue to develop leadership and teamwork skills through participation in the student organization, Family Career and Community Leaders of America (FCCLA).


Course Objectives: A. Students will demonstrate the ability to:

1. Analyze leadership skills.
2. Demonstrate the Six Essentials of Leadership.
3. Use Parliamentary Procedure to conduct a meeting.
4. Synthesize knowledge, skills, and practices required for careers.
5. Describe how to handle ethical conflicts.
6. Predict outcomes of common barriers in workplace communications.
7. Demonstrate wellness practices that enhance individual and family well being.
8. Defend diversity in the work place.
9. Analyze and solve problems.
10. Enhance 21st Century skills.
11. Develop networking opportunities.
12. Show an increase in employable skills relating to social competence.
13. Complete all of the guidelines for one of the following FCCLA STAR events:
14. Career Investigation (Note: occupational students will not be able to "compete" in this event, as it is only open to comprehensive school students)
15. Job Interview
16. Interpersonal Communications

*ODCTE objectives
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Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: 1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy percent (70%) or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.