FACSED CAREER READINESS CORE
Course Syllabus

Course Number: CAEL-0210  
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 fundamental workplace knowledge and skills to succeed in any career. Students will develop the personality traits, employability skills, and leadership skills desired by employers. Students will explore techniques to manage their personal life, family life, and career preparation. Students will have the opportunity 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. Write in your own words benefits of being a leader.
2. Demonstrate positive leadership qualities.
3. Use the FCCLA planning process to solve problems.
4. Identify the Six Essentials of Leadership.
5. Examine the understanding of one's self and others.
7. Identify ethical situations in the workplace.
8. List common barriers to communication and state guidelines for improvement.
9. List skills needed to balance family and career.
10. Improve communication skills.
12. Connect school experiences to school and careers.
13. Establish positive work related attitudes and habits.
14. Collaborate and build relationships.
15. Develop skills and ethical behavior needed for successful employment.
16. Formulate occupational objectives.
17. Complete a job application form.
18. Create a professional resume.
19. Review potential interview questions.
20. Formulate responses to simulated questions.
21. Participate in a mock job interview.
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*ODCTE objectives

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.