



## **Professional Job Skills Career Academy Bertha-Hewitt High School**

Not sure what you want to do with your future, then the Career Exploration Academy is for you. The courses are designed to help you evaluate your academic and work skills while exploring your career interests. Students will be exposed to various careers while working with professionals in an actual real world work setting. Students will develop professional job skills that will assist them to be prepared for employment or further education. Upon completion of this academy, you will be ready to set your future work and educational goals.

### **Academy Courses**

#### ***Career Exploration***

#### ***.5 High School Credits***

Career Exploration is a course to help you learn about your options as you start thinking about your future. What colleges are out there, what careers are out there and where your interests lie, and how you can put those interests into a successful career? The course will help open the world up to you. There are so many amazing careers in our world and so many outstanding post-secondary options to look at. This course will help you navigate through all the information that lies ahead of you.

#### ***Speech Communication***

#### ***1 High School Credit***

This course is designed to introduce students to speech communication as it relates to three core areas: interpersonal communication, small group communication and public speaking. Through this introductory course, students will explore the fundamental theories of communication as well as identify and apply the basic skills from each of those three core areas.

#### ***Composition I***

#### ***1 High School Credit***

The rhetorical strategies of description, narration, and exposition will be the focus of the course. Students will be expected to adhere to the basic writing process of brainstorming, outlining, drafting, and revision--individual and peer and demonstrate their awareness of the following concepts in their reading and writing: thesis, audience, tone, unity, coherence, and emphasis. Grammar, spelling and complete sentence structure is an expectation in each writing assignment.

### **Academic Completion Standard:**

Students wishing to receive a certification must complete the academy courses while maintaining at least a 'B' or better in each course. A 90% or better attendance rate in each course is also an expectation as well as meeting assignment deadlines 75% of the time.

### **Business and Industry Experiences:**

Students will explore and research careers with speakers, participate in business tours at a variety of industries as well as attending a Career Expo.

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