

Work Experience

Great Falls High School

Great Falls, MT

Instructor: Tracy Milton

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Course Length: One Semester or One Year

CTE Credit: ½ - 1

Materials: Moodle Learning Management System -- Modules in Moodle with instructions

Enrollment Key: wexperience

Grading: The final semester grade for this class will consist of the following:
40% from weekly assignments and projects
49% from verified work hours
11% from employer evaluations

Course Outline:

- I. Introduction to Work Experience Program
- II. History of Your Business
- III. Your Manager
- IV. Organizational Charts
- V. Your Interview
- VI. Interview Techniques
- VII. Accountability
- VIII. Safety/OSHA
- IX. Montana Teen Safety Laws
- X. Your Pay Stub
- XI. Job Analysis
- XII. Advancement
- XIII. Holidays Around Your Business
- XIV. Employee Benefits
- XV. Location, Location, Location
- XVI. Your Location vs. Competition
- XVII. Vendors
- XVIII. Your Dress Code
- XIX. Dress Code Discussion
- XX. Products vs. Services
- XXI. Employee Training
- XXII. Advertising
- XXIII. Publicity
- XXIV. Your Publicity
- XXV. Conflicts in the Workplace
- XXVI. Resolving Conflicts

Rules and Procedures: Prepared, Prompt, Polite, Precise, Positive