

Little Rock Central High School Jobs for Arkansas Graduates Course Syllabus

Instructor: Mrs. Withers
Career-Technical Department
Room 326
501-447-1442 or alesha.withers@lrsd.org

Course Description

JAG stands for Jobs for America's Graduates. It is a program that helps students ensure that they graduate and are better prepared for postsecondary education, a full time job or a career in the military. I teach through projects, traditional classroom learning and field trips. We will study;

- personal skills,
- life survival skills,
- work place competencies,
- career development,
- job attainment,
- job survival,
- leadership and self development.

Software that you will use in the class:

- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft PowerPoint 2016
- Microsoft Access 2016
- Microsoft Publisher 2016
- Google Docs



No Food or Drink

If food and drinks are brought in the classroom they should be placed on the tables in the center of the classroom. You may not eat or drink by the computers.

JAG



Supplies & Forms



You will need:

1. Computer/Internet Usage Form
2. Folder with pockets and prongs for portfolio (in-class students must bring a 1 inch binder and leave in class)
3. Notebook Paper (everyday)
4. Pen or Pencil (everyday)
5. Headphones (daily)

Assessment & Evaluation



Grades will be based on the following areas:

- Daily Assignments
- Individual Projects
- Group Projects
- Written Test (Objectives and Terminology)
- Application Test (Software Skills)
- Final Exam

Applications and assignments are based up on the following scale

- A=90-100
- B=80-89
- C=70-79
- D=60-69
- F=Below 60



Classroom Expectations

- ☺ Students will be on time for class. If not please obtain a Tiger Tardy Pass
- ☺ Students will not eat food or drinks by their computers.
- ☺ Students will sit in assigned seats.
- ☺ You are allowed to work on software that is associated with the class that you are taking.
- ☺ Students are responsible for make-up work. Upon returning from absence, always check with the teacher for all assignments you may have missed.
- ☺ Students will not download anything from the Internet unless authorized by the teacher.
- ☺ Students will complete all assignments in the lab. Must have special permission to complete assignments at home.
- ☺ Students should NOT fix any equipment with out permission from the teacher.