Course Description
This course provides training in career planning and preparation and is designed to assist students' transition from middle school to high school. Middle school students taking this course will find it very helpful to match academic abilities, interests, and aptitudes with various occupations. Included throughout the course are career preparation standards, which include communications, interpersonal skills, problem solving, safety, technology, and other employment skills.

Course Outline
- Unit 1: Orientation
- Unit 2: Communication Skills
- Unit 3: Personal and Occupational Safety
- Unit 4: Interpersonal Skills
- Unit 5: Career Planning
- Unit 6: Career Success Strategies
- Unit 7: Occupational Knowledge and Skills
Computer Lab Contract

My signature below verifies my agreement and acceptance of each of the following statements:

- I am subject to the school rules as indicated in the student handbook, including the district Internet Acceptable Use Policy.
- I will not change any computer settings or add/delete any programs without teacher permission.
- I will not download or save any files from the Internet without teacher permission.
- I have read and will observe the classroom rules posted in the classroom.
- I understand that I must stay at my assigned workstation (no wandering).
- I will show respect for the room, furnishings, and equipment.
- I will not touch any equipment or supplies that are designated for Gateway to Technology classes.
- I understand that food or drink are not allowed anywhere in the classroom.
- I will work quietly and cooperatively with my partners.
- I will report knowledge of any theft or damage to lab equipment immediately to the teacher.
- I will keep work area neat and clean.
- I will use my computer, iPad, headphones, and other equipment for assigned tasks only.
- I will not take pictures, listen to music, watch videos, or play games not directly related to the assigned task.

Student Signature

Parent/Caretaker Signature