

SENIOR SEMINAR

COURSE #651

Contact Information

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The Course's Educational Philosophy

Senior Seminar, instituted in 1995, provides transitional life resources to senior students planning to enter the job market and/or enroll in post-graduate education. The practical applications of the course material provide a balance for a well-rounded educational experience for the students. Independent living and decision-making guidance prepares them for life in the “real world” after high school. The curriculum is very interactive and includes field trips, guest speakers, and project-based learning. Every effort is made to include current occupational and life skills materials in the curriculum.

Guiding Principles

- Recognize the importance of attendance
- Respect each other
- Understand and value differences
- Appreciate a variety of perspectives
- Create a non-threatening, fun-learning environment
- Use interactive learning, such as role-playing, individual and group presentations, and games
- Hone Internet research skills
- Explore practical, everyday life management skills

SENIOR SEMINAR: COURSE #651

Course Frequency: Half-year course, five times per week

Credits Offered: 2.5

Prerequisites: None

Core Topics/Concepts/Skills

- Career Research
- Résumé Writing
- Interviewing for Jobs
- Entrepreneurship
- Personal Finance, including investments, budgeting, check books, retirement planning
- Car Purchasing
- Apartment Rental
- Trip Planning

Course-End Learning Objectives

<u>Learning Objectives</u>	<u>Corresponding state standards</u>
<p><u>Career Research</u></p> <ol style="list-style-type: none">1] Understand the process of career development.2] Develop skills to make decisions.3] Develop skills to interact with others.4] Develop self-knowledge by assessing interests, competencies, personality, values.5] Understand the relationship between work and learning.6] Understand the benefits of educational achievements to career opportunities.7] Recognize different types of occupations.8] Develop skills necessary to locate, understand, use career information.9] Understand skills necessary to seek and keep a job.10] Learn how to write an effective business (inquiry) letter.	<p style="text-align: center;"><u>Not Applicable</u></p>

Résumé Writing

- 1] Understand the process and importance of writing a résumé.
- 2] Know how the résumé fits into the job search and/or college application process.
- 3] Develop skills to produce an error-free résumé.
- 4] Understand the process and importance of writing a cover letter.
- 5] Develop skills to write an error-free cover letter.

Interviewing

- 1] Understand the interview process and how it fits within the overall job search process.
- 2] Develop skills and techniques to be able to effectively communicate on a job interview.
- 3] Develop an understanding of pre- and post-interview activities.
- 4] Learn how to write an effective business (thank you) letter.

Personal Finance/Investments

- 1] Develop an understanding of different types of investments: savings accounts, certificates of deposit, stocks, bonds, mutual funds.
- 2] Explore investment options and learn the advantages and disadvantages of each.
- 3] Learn about the Dow Jones Industrial Average and what it represents.
- 4] Utilize the Internet to research mutual funds.
- 5] Make smart investments by hearing a guest speaker knowledgeable in investment strategies.
- 6] Develop skills in requesting information from sources outside of school.
- 7] Select a mutual fund to follow for the duration of the course, using the mutual fund symbol to find NAV, fund gain and loss.
- 8] Develop communication and investigative skills.

Personal Finance: Checkbooks, Checking Account, Credit Cards

- 1] Investigate different checking account offerings.
- 2] Learn how to reconcile a checkbook.
- 3] Understand use and misuse of credit cards, charge cards, debit cards.

- 4] Understand and calculate interest rates on payment balances.
- 5] Equate APR into consumer language.
- 6] Understand credit reports, credit history, and options when a credit problem occurs.

Personal Finance/Budgeting

- 1] Plan a monthly budget based on entry-level salary for career path chosen in Career Research.
- 2] Recognize the limits of spending on non-essentials.
- 3] Know what is affordable for major expenses of home and car.
- 4] Recognize federal guidelines for percentages of income allocation.

Personal Finance/Retirement Planning

- 1] Understand the different options available: 401K, IRA, Pension.
- 2] Decide which approach works best for an individual.
- 3] Recognize the benefits of early planning.
- 4] Calculate the differences in early versus late planning.

Car Purchase

- 1] Know what to look for in buying a car.
- 2] Price vehicles using Internet and print media.
- 3] Learn about financing a car.
- 4] Learn about aspects of car maintenance.
- 5] Learn how to jump start a car, change a tire, check the oil.
- 6] Learn about car insurance.
- 7] Learn how to negotiate a purchase.
- 8] Research car information and statistics.
- 9] Practice investigative, research, interviewing, negotiating skills.

Apartment Rental

- 1] Investigate what to look for in a rental.
- 2] Know what's affordable.
- 3] Understand leases.
- 4] Shop for an apartment in print media and using the Internet.
- 5] Furnish a "pretend" apartment; stock the kitchen; cook simple foods; perform household maintenance.

Trip Planning

- 1] Plan a week-long trip for two people using a limited budget.
- 2] Understand recreational options for the location(s) to visit using the Internet.
- 3] Build a full itinerary.
- 4] Calculate all transportation, food, entertainment expenses.
- 5] Research travel documents needed and local goods for purchase.

Assessment

- Written analysis and summaries of material presented
- Quizzes: responses to guest speakers/field trips, Internet research
- Tests: résumé, interview with business guests, business letters, checkbook reconciliation, major projects/presentations
- Internet/Computer print outs
- Participation in both large and small group forum

Technology Learning Objectives Addressed in This Course

(This section is for faculty and administrative reference; students and parents may disregard.)

<u>Course activity: skills and/or topics taught</u>	<u>Technology standard(s) addressed through this activity</u>
<p>1] Students make extensive use of the computers for research, mainly to refine their ideas about topics presented and to gather information for major projects/presentations.</p> <p>2] Students use the computers to format their résumés, write business letters, and prepare business advertising for their entrepreneurial pursuits.</p>	

Materials and Resources

Holland Self-Directed Search Assessment

Real People, Real Jobs

Dictionary of Holland Occupational Codes

Occupational Outlook Handbook (print and website)

Entrepreneurship, Starting Your Own Business

How To Do Your Banking

Newspaper Classifieds

Field Trips

Guest Speakers

Computer Lab

High School Audio-Visual Department

Educational Videos

Work Sheets/Handouts/Current Periodical Articles

Internet Site List