



## CAREER EXPLORATIONS

Revised 08/11/10

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**COURSE NUMBER:** IDS 104

**PREREQUISITE(S):** None

**CO-REQUISITE(S):** None

**COURSE DESCRIPTIONS:**

This course is the study and application of career assessment and planning, job search, and employability skills in preparation for transition in the workplace. (Note: This course is designed to plan and assess skills in math, writing, and reading in preparation for transition to teacher education programs. This simulated Praxis I test preparation will enable students to identify and build skills for the ETS Praxis I Test.)

**TEXTBOOK(S):** Student Guide to Praxis I Preparation (Available through course instructor.)

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:**

Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

**METHOD OF INSTRUCTION:**

This course will be taught via the internet. The concepts will be instructor-led by reading, watching, and/or exploring using an internet-based tutorial.

**GRADING SYSTEM:**

85	-	100	=	A
80	-	84.9	=	B
75	-	79.9	=	C
Below 75	-		=	W

**GRADE CALCULATION METHOD:**

See Course Policy Sheet for specific Grade Requirements

**CONFIDENTIALITY:**

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE  
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
  - ✓ Harassment
  - ✓ Unlawful solicitation
  - ✓ "Spamming"
  - ✓ "Flaming"
- Use of online editing tools within the course management software to:
  - ✓ Create offensive material
  - ✓ Link to inappropriate materials

**ATTENDANCE  
POLICY:**

**An electronic e-mail is required from each student to the instructor by the end of the drop/add period. After the drop/add period, each student will be expected to communicate with the instructor at least once a week and access the web class at least once per week. Please familiarize yourself with the attendance policy. You must initiate a withdrawal before 75% of the semester has passed in order to receive a grade of W. After 75%, you will receive the letter grade. Please check class policy for the last date to withdraw with a grade of W.**

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and

do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

**ACADEMIC CONDUCT:**

**ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Community College web site at [www.sccsc.edu/SDS/](http://www.sccsc.edu/SDS/); or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

**TESTING:**

The purpose of this course is preparation for the Praxis I Test administered by the Educational Testing Service. Results of Exemptive and Practice Tests will help a student determine readiness for the Praxis I. Therefore, all Exemptive Assessment Tests, Module Mastery Tests and Practice Tests will be completed without a proctor. These may be completed at home or on campus. Everyone must take the

three Exemptive Test(s) and the three Practice Tests. Math tests should be completed without a calculator to prepare for the actual Praxis I Test which does not allow a calculator.

**COURSE  
COMPETENCIES &  
OBJECTIVES:**

**Upon satisfactory completion of this course, the students should be able to demonstrate competency in the General Education Outcome listed as “their ability to express themselves effectively in quantitative and qualitative terms” in the following competencies and objectives:**

- I. Demonstrate knowledge of basic skills in operations with whole numbers, fractions, decimals and percent using addition, subtraction, multiplication and division **without** the aid of a calculator.
  1. Complete the Math Portion of PLATO Praxis I Practice Test **without a calculator** with a score of 75% or better.
  
- II. Solve application problems using whole numbers, fractions, decimals and percent using addition, subtraction, multiplication and division **without** the aid of a calculator.
  1. Complete the Math Portion of PLATO Praxis I Practice Test **without a calculator** with a score of 75% or better.
  
- III. Demonstrate knowledge of basic skills in correct grammar and usage.
  1. Complete the Language Arts and Writing Portion of PLATO Praxis I Practice Test with a score of 75% or better.
  
- IV. Construct a brief essay that demonstrates correct grammar and usage and a clear development of an idea.
  1. Complete the Language Arts and Writing Portion of PLATO Praxis I Practice Test with a score of 75% or better.
  
- V. Demonstrate an ability to read and comprehend a written essay by correctly answering questions about the essay.
  1. Complete the Reading Portion of PLATO Praxis I Practice Test with a score of 75% or better.
  
- VI. Demonstrate vocabulary skills that allow understanding of a written essay.
  1. Complete the Reading Portion of PLATO Praxis I Practice Test with a score of 75% or better.