

Sales & Service Fundamentals II Syllabus	
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Course Description:

Sales & Service Fundamentals II program prepares students with exceptionalities for competitive and supported employment within the community. Students will develop employability skills while enhancing their ability to advocate for themselves. Students will participate in community work experiences, classroom instruction, and simulations which will provide a balanced approach to learning. Students will participate in the annual DECA Diamonds competition in March to showcase their skills.

Objectives:

- Students will develop the skills, knowledge, attitudes, and values sufficient to secure supported or competitive employment in the community.
- Students will demonstrate an understanding of positive work ethics, attitude, and self awareness.
- Students will gain the necessary skills to function as an integral part of the contemporary workforce.
- Students will develop employability skills (hard and soft skills) to compete in the annual DECA Diamonds competition.
- Students will improve their ability to advocate their needs, desires, and concerns.
- Students will construct a resume outlining their work experience and skills.
- Students will learn the systems of transport available, how to access these systems, how to plan their travel, and how to execute travel plans safely.

Required Uniform:

CVCC polo: Cost of shirts are 1/\$20 or 3/\$55.

- Shirts will be embroidered at the beginning of the year. Cost of embroidery is \$5/shirt

Pants: Cotton pants with belt in khaki, black, or blue.

- No athletic pants, yoga pants, sweatpants, or blue jeans.

Belt: Students are required to wear a belt with pants that have belt loops.

Shoes: Low-heeled, close toed, rubber soled, slip resistant

Supplies:

- Backpack/Bookbag
- Pens & Pencils
- Appropriate gear for inclement weather (umbrella, boots, gloves, hat)

Community Workdays Community work days are Monday, Wednesday, & Thursday