

SALLISAW HIGH SCHOOL

SENIOR CAPSTONE CLASS SYLLABUS

ONE SEMESTER PAIRED WITH WORLD HISTORY

1. PERSONAL FINANCIAL LITERACY

Personal budgets and daily financial planning
Opening and managing a bank account
How to save or invest money
Managing your credit score and making smart loan decisions
How to intelligently acquire and use credit cards, interest rates
How to buy a car in an affordable manner
How to do your taxes

2. COLLEGE OR JOB SEARCH

Research the hottest employment fields
Evaluate your skills and interests OKCIS Career Search
Take both ASVAB and ACT to create options
Meet with college representatives and military recruiters
How to fill out job or college applications
Explain the costs of different colleges and assist with FAFSA
Explain Concurrent Credits, College Credits, and GPA

3. RESUMES AND JOB SEARCH

How to write your resume
Interview tips and skills
How to dress for the interview and create practice time for interviews
How to resign from a job in the correct way
How to develop professional network connections with others

4. SOCIAL SKILLS AND PERSONAL MANAGEMENT

How to introduce yourself and shake hands

Personal hygiene-bathing, teeth care, hair styles, clothing, tatoos

Caring for your clothing-doing laundry, shine shoes, tie a tie

Cooking for yourself

Auto care-checking the fluid levels and tires, change a flat, jump start a car

How to balance work with stress relievers or hobbies, physical conditioning

How to behave during a police stop or interaction

5. WORK ETHIC

Show up on time and be ready to work

Get your job done without supervision

Get along well with others and how to interact with customers

Be able to pass a drug test and stay sober on the job

How not to use your cell phone at work.

6. CPR, AED, AND HEIMLICH CERTIFICATION