



Specialized Career Education, Extended

Program Syllabus 2026-2027

Instructor

Patricia Alred

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850-892-1240 x 5174

Program Number

R300001

Program Hours

1,800 hours

Mission Statement

We prepare and empower today's students to meet the demands of an evolving and competitive workforce.

Prerequisites

None

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Instructional Support Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the related career cluster.

The purpose of this individualized job preparatory program is to provide specialized career education for students with significant cognitive/learning disabilities who, in addition to instructional accommodations, require modifications to the CTE program in order to meet individual interests, abilities, and learning needs. The goal is integrated competitive employment in the student's chosen occupation. The program is individualized for each student and documented in an individualized plan of study (IPS). Instruction is competency-based with integrated academic, technical, and problem-solving skills. The IPS consists of standards and benchmarks selected from one or more CTE programs to create an individualized plan of study for each student. Documentation of standards and benchmarks previously mastered should be reviewed in order to develop an individualized plan of study that further guides the student toward his or her employment goals.

Office Hours

3:00pm-5:00pm Monday-Wednesday; 3:00pm-4:30pm Thursday

Classroom Location

ECTC Main Campus

761 N. 20th St.

DeFuniak Springs, FL 32433

Portable 1

Meeting Times

8:00am-3:00pm Monday-Thursday

Attendance

Students are expected to arrive on time and attend all scheduled classes. Instructor permission is required before leaving the classroom or lab. Students should notify the instructor of any absence. Planned absences should be communicated in advance so arrangements can be made to complete missed work and hours. All missed class time must be made up.

Program completion depends on meeting the required seat hours for each course. Excessive absences or failure to make up missed hours may result in disciplinary action or administrative withdrawal, as outlined in the ECTC Student Handbook.

OCP	Course Number	Course Title	Teacher Certification	Length
A	SLS0460	Specialized Career Education, Basic 1	ANY CTE FIELD OR COVERAGE	150 hours
	SLS0461	Specialized Career Education, Basic 2		150 hours
	SLS0462	Specialized Career Education, Basic 3		150 hours
B	SLS0463	Specialized Career Education, Advanced 1		150 hours
	SLS0464	Specialized Career Education, Advanced 2		150 hours
	SLS0944	Specialized Career Education Internship		150 hours
C	SLS0465	Specialized Career Education, Extension 1		300 Hours
D	SLS0466	Specialized Career Education, Extension 2		300 Hours
E	SLS0467	Specialized Career Education, Extension 3		300 Hours

Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Instructional Delivery Methods

- Web-based programs
- Discussions
- Hands-on Learning

Electronic Devices

A laptop will be available to each student to use in the program.

Tools/Supplies/Materials

Students will need basic classroom supplies (i.e., pen, pencil, paper or notebook). These supplies are to be brought to class daily. Students are responsible for taking care of their supplies to ensure that they last throughout the program.

Grading Scale

- A 93-100
- B 84-92
- C 70-83
- F 69 or below

How you are Measured

- Assessments 20%
- Assignments 30%
- Applied Skills 50%

Satisfactory Progress

Students will be provided with detailed assignment sheets for each major area/topic of study. Mastery of an area must be achieved before proceeding further. Students are responsible for maintaining a sufficient rate of progress throughout each course, consistent with their individual student ability.

Student Responsibilities

Students are expected to understand and follow all school rules and policies. Students are responsible for the appropriate care of classroom materials, supplies, and furniture, as well as appropriate use of any lab equipment they may be working with. Students are responsible for maintaining proper workforce habits and conduct. Students will be expected to keep their area neat and clean.

Students enrolled in Specialized Career Education, Extended (SCEE) will be learning the basic skills necessary to experience a successful transition into the workforce. SCEE students will participate in classroom activities, CTE skills lab sessions, and work-based learning opportunities, both on and off-campus, that provide students with the knowledge and skills needed to reach their educational and career goals. While in any of these locations throughout the ECTC campus or off, students are responsible for maintaining the positive attitude, strong work ethic, and professional behavior expected of all ECTC students. Students should understand that each instructor, staff member, or worksite supervisor has rules, regulations, policies, and procedures in place specific to their classroom, lab environment, department, or place of employment and SCEE students participating in learning activities in those areas are expected to follow any guidelines given to them by those instructors or staff. Students unwilling to adhere to directions given by a program instructor risk disciplinary action as outlined in the ECTC Student Handbook, including the possibility of losing their ability to participate in that program.

Rules and Regulations/Policies and Procedures

Students will follow all rules/regulations outlined in the Emerald Coast Technical College Catalog and Student Handbook.

Safety

- Safety is priority one! Learning should be a positive experience.
- Report any unsafe conditions to the instructor immediately
- If you are not comfortable or confident with any lab activity, stop and notify the instructor.
- Students who do not follow all safety rules while in CTE program labs may not be permitted to participate in skills lab activities and/ or may be subject to disciplinary action including or up to administrative withdraw from a program.

Emergency Procedures

- Emergency exits are clearly marked.
- As part of regular classroom instruction, students will be asked to participate in regular safety and emergency drills.
- A fire extinguisher can be found near the front entrance, and an alarm is located near each doorway.

General Information

Refer to the ECTC Handbook, located at <http://www.ECTC.edu> for additional information:

- Career and counseling services
- Services for students with disabilities
- Student grievance procedures
- Leave of absence
- Withdrawal
- Forms