**Career Preparedness Syllabus**

**Instructor:** Ms. Ticey Little
**Course Title:** Career Preparedness
**Grade Level:** 9th
**School Year:** 2024-2025
**Classroom:** E114
**Email:** tlittle@sumter.k12.al.us
**Phone:** (205) 652-1501
**Office Hours:** 8:00AM - 8:54AM, Monday-Friday

**Course Description:**

The Career Preparedness course provides students with essential knowledge and skills in personal decision-making, academic planning and career development, digital literacy, financial management, and various other financial and career-related topics. This course is designed to equip students with the competencies needed to succeed in their personal, academic, and professional lives.

**Course Objectives:**

1. **Personal Decision-Making:**
Develop a systematic approach to decision-making that considers trade-offs, opportunity costs, and the impact of decisions on future goals.
2. **Academic Planning and Career Development:**
Understand the importance of academic planning, career exploration, and setting personal and professional goals.
3. **Digital Literacy:**
Gain proficiency in digital tools and platforms, ensuring responsible and effective use of technology in various contexts.
4. **Financial Management and Budgeting:**
Learn to create and manage budgets, understanding the importance of financial planning in personal and professional contexts.
5. **Banking and Financial Institutions:**
Explore the role of banking and financial institutions, understanding services provided and how to effectively manage banking relationships.
6. **Credit and Debit:**
Understand the concepts of credit and debit, including how to manage credit responsibly and the impact of debt on financial well-being.
7. **Saving and Investing:**
Learn strategies for saving and investing, focusing on building wealth over time and preparing for future financial needs.
8. **Risk Management and Insurance:**
Explore various types of insurance and the role of risk management in protecting personal and financial assets.
9. **Taxes:**
Understand the fundamentals of taxes, including the purpose of taxation, types of taxes, and how to complete basic tax forms.

**Course Outline:**

1. **Introduction to Career Preparedness**
	* Overview of course objectives and expectations
	* Importance of career preparedness in personal and professional success
2. **Personal Decision-Making**
	* Steps in the decision-making process
	* Analyzing opportunity costs and trade-offs
	* Making informed decisions
3. **Academic Planning and Career Development**
	* Setting academic and career goals
	* Exploring career options
	* Developing a career plan
4. **Digital Literacy**
	* Navigating digital tools and platforms
	* Cybersecurity and digital citizenship
	* Effective communication in a digital world
5. **Financial Management and Budgeting**
	* Budget creation and management
	* Importance of financial planning
	* Tools for tracking and managing finances
6. **Banking and Financial Institutions**
	* Understanding bank accounts and services
	* The role of financial institutions in personal finance
	* Managing banking relationships
7. **Credit and Debit**
	* Types of credit and how to use it responsibly
	* Managing debt and understanding credit scores
	* The impact of credit on financial health
8. **Saving and Investing**
	* Importance of saving and investment strategies
	* Different types of savings and investment accounts
	* Long-term financial planning
9. **Risk Management and Insurance**
	* Types of insurance (health, auto, home, life)
	* The role of insurance in financial planning
	* Assessing and managing risk
10. **Taxes**
	* Overview of tax systems and types
	* Understanding payroll taxes and withholdings
	* Completing basic tax forms (e.g., W-4, 1040EZ)

**Materials:**

* **Textbook:** Kapoor, J.R. & Dlabay, L.R. & Hughes, R.J. [2017] *Alabama Career Preparedness*, McGraw-Hill Education.
* **Supplies:** Notebook, pen/pencil, access to a computer with internet

**Grading Policy:**

* **Classwork:** 50%
* **Tests:** 40%
* **Final Exam:** 10%

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| --- | --- |
| **Letter Grade** | **Numerical Grade (100-point scale)** |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | Below 60 |

**Classroom Expectations:**

* Be respectful and courteous to others.
* Come prepared to class with all necessary materials.
* Participate actively in discussions and activities.
* Follow classroom rules and school policies.

**Attendance Policy:**

* Regular attendance is crucial for success in this course.
* Notify the instructor in advance of any planned absences.

**Make-Up Work**

1. **Excused Absences** - If a student is absent for any excused reason, the student **shall be allowed** to make up assignments and other work missed during said absence or absences at a time agreeable to the teacher. Students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. Given the number of days missed due to excused absences, students shall be given an appropriate time period in which to complete the assignment(s). For assignments that were due on the day in which the student was absent, provided that the due date was previously communicated prior to the student’s absence, the student should be prepared to turn in the assignment upon returning to school. A teacher may require the student to make up work after school hours, in which case advanced notice will be given to allow the student to arrange necessary transportation.

• The parent or guardian shall be responsible for arranging necessary make-up work.

• Time limit: Excuses for absences must be turned in within three (3) days of the student returning to school from an absence. Arrangements for make-up work should be made within three (3) days after returning to school from an excused absence.

1. **Unexcused Absences at the high school level** – Students may not receive credit for

make- up work resulting from an unexcused absence. Absences resulting from out of school suspension are considered excused; however, a suspended student will have the opportunity to make up and receive credit for major projects and tests **(not daily assignments, homework, or quizzes).**

1. **Note:** The teacher is not responsible for reteaching the material. It is the student’s

responsibility to secure information for work missed. **For unexcused absences teachers may enter a 0% for any work missed until that work is made up.** Exceptions for unusual circumstances will be left up to the principal’s discretion.

**Contact Information:**

Please feel free to contact me via email or phone with any questions or concerns.

**Signature:**
**Date:**
**Student's Name (Printed):**
**Parent/Guardian's Name (Printed):**
**Parent/Guardian's Signature:**
**Date:**