

Career Preparedness Syllabus

Prattville High School

Mrs. Hood

Room Number: Lab A

School Year: 2025–2026

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Planning Period: 5th

Course Description:

The Career Preparedness course is designed to prepare students for college and career success through three integrated areas: academic planning and career development, financial literacy, and technology applications. Students will explore postsecondary options, workplace readiness skills, and life management tools while utilizing technology to complete tasks relevant to real-world challenges. This course is aligned with the Alabama State Department of Education Career Preparedness Course of Study.

Course Objectives:

By the end of this course, students will:

- Develop a four-year high school academic and career plan.
 - Explore career clusters and occupations using interest inventories and career assessments.
 - Apply structured decision-making strategies.
 - Demonstrate appropriate workplace behaviors, etiquette, and diversity awareness.
 - Create and maintain a digital career portfolio.
 - Prepare for job interviews, including development of resumes, cover letters, and mock interviews.
 - Understand personal financial management (budgeting, credit, banking, insurance, taxes).
 - Use technology tools for productivity, communication, file management, and presentations.
 - Identify ethical and safe practices in digital environments, including digital footprint awareness.
 - Participate in Career and Technical Student Organizations (CTSOs) where applicable.
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Course Units:

Unit	Topics
Unit 1: Academic & Career Planning	Goal setting, four-year plan, graduation requirements, ACT Prep, GPA/transcript analysis, structured decision-making, workplace ethics
Unit 2: Career Exploration & Soft Skills	Career clusters, interest assessments, time management, job shadowing, diversity and inclusion, harassment awareness, workplace safety
Unit 3: Financial Literacy	Banking, budgeting, saving/investing, credit and debt, insurance, taxes, emergency planning, cost of living analysis
Unit 4: Technology Applications	Word processing, spreadsheets, digital presentations, file management, portfolio creation, ethical tech use, online safety
Unit 5: College & Career Readiness	Postsecondary options, financial aid (FAFSA), job applications, resumes, cover letters, interview skills, CTSO engagement

Materials Needed:

- School-issued Chromebook
- Notebook and pen/pencil
- Google Classroom/Schoology account
- Access to Alabama Career Planning System (Kuder Navigator or Career Coach)
- Headphones or earbuds for digital instruction

Grading Policy:

Category	Percentage
Test/Projects	65%
Classwork	35%

Major Projects/Assignments:

- 4-Year High School Academic Plan
- Digital Career Portfolio (with resume, cover letter, references, assessments)
- Career Research Presentation
- Financial Literacy Simulation & Budget Plan
- Workplace Skills Project (conflict resolution, teamwork)
- Job Application Packet and Mock Interview
- CTSO Involvement (if applicable)

Classroom Expectations:

- Be respectful and professional at all times.
 - Be prepared and on time to class.
 - Submit assignments by the due date.
 - Follow school technology usage policies.
 - Actively participate in group and individual activities.
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Technology Use:

This course is technology-integrated. Students will use:

- **Kuder Navigator** or **Alabama Career Coach**
 - **Google Workspace / Microsoft Office**
 - **Canva, Kahoot, Nearpod**, and other instructional tools
 - **Presentation software** for public speaking and job-readiness skills
 - **File management tools** (uploading, saving, organizing)
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Academic Integrity:

Cheating, plagiarism, and academic dishonesty will not be tolerated. Consequences will follow school policy. Students are expected to complete all work independently unless directed to collaborate.

Parent/Guardian Communication:

Parents/Guardians are encouraged to monitor student progress via PowerSchool & Parent Square. Teachers will communicate regularly through email, progress reports, and parent-teacher conferences.

Alignment with Alabama State Standards:

This syllabus integrates all required components from the Alabama Career Preparedness Course of Study including:

- Academic and career planning
- Workplace behavior and decision-making
- Financial literacy and real-life applications
- Technology skills and digital ethics
- CTSO awareness and participation

Join Our Career Tech Organization

\$20 dues to join Future Business Leadership of America (FBLA), which I co-sponsor & activities are done during class. Enter business competitions, and learn tips on interviews, growing as a leader, and more. Clubs enhance your resume.

\$10 technology donation for hardware and software used in the course. *Payments may be made by cash or check. Payable to PHS*

Additional Donations Needed - Additional donations from each student that we cannot buy with classroom funds: hand sanitizer, disinfectant spray or cleaner, and Kleenex.

No Personal Electronics! - Cellphones, earbuds/headphones, electronic games, and all other electronics should not be seen or heard during school hours. Breaking policy will result in disciplinary procedures.

This course utilizes technology every day. We spend a lot of time exploring topics, researching, reading, writing, watching videos, creating videos, and journaling. Students are required to have a minimum of 20 hours of online experience in the class. All activities are monitored.

ABSENCES/MAKE-UP WORK

- It is your responsibility to make up work the first day you return from an excused absence. I follow the school policy for make-up work.
- If a test day is missed and the student was given advanced notice, the student will be required to complete the test upon return.
- If you are absent, please go to Google Classroom and try to complete any assignment, watch any video, and review any PowerPoint, etc., before returning to class.

ATTENDANCE/TARDY

Daily attendance is important. Tardy students should enter the room quietly and take a seat. Excessive tardiness may result in disciplinary action. If you're absent and able to work, complete work at home. All information will be in Google Classroom by the date.

LET'S WORK TOGETHER

Students are to learn to self-advocate by informing the instructor of their specific needs and/or accommodations to assist in their learning success.

Please remember that you are a guest in my classroom along with 24 other students. Learn to adapt to the environment. For example, bring a sweater if you are cold-natured. My goal is for everyone to be comfortable and feel safe in my classroom.