

Career Preparedness

COURSE DESCRIPTION The Career Preparedness course focuses on three integrated areas of instruction - academic planning and career development, financial literacy and technology. Course content ranges from college and career preparation to computer literacy skills to ways to manage personal finances and reduce personal risk. Mastery of the content standards provides a strong foundation for student acquisition of the skills, attitudes, and knowledge that enables them to achieve success in school, at work, and across the life span. This course is an entry level Career Technical course which leads to all programs. No prerequisite is required to take Career Preparedness.

COURSE OUTLINE/SEQUENCE

Fall Semester: <ul style="list-style-type: none">● Personal Decision Making● Digital Citizenship● Academic Planning and Career Development● Technology Skills Applications● Fundamentals of typing, and exposure to Microsoft Word, Excel, and PowerPoint, and Google Docs.	Spring Semester: <ul style="list-style-type: none">● Academic Planning and Career Development● Managing Finances and Budgeting● Saving and Investing● Banking and Financial Institutions● Credit and Debt● Risk Management and Insurance
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INSTRUCTIONAL DELIVERY

- Lessons will be given in a face to face format.
- Students will access Google Classroom and Schoology for assignments/ assessments.
- Students will access many websites to aid in instructional delivery.
 - Everfi.com
 - Banzai.com
 - Ngpf.com
 - Youtube.com
 - Typing.com

COURSE GOALS/OBJECTIVES

- Demonstrate knowledge of a systemic approach to a decision-making process. Including factors regarding academic planning and career development, financial literacy, and technology.
- Understand the effect of workplace behaviors.
- Analyze personal skills, interests, and abilities and relate them to current career opportunities.
- Determine the correlation of personal preference, education, and training to the demands of the workforce.
- Investigate the postsecondary/higher education admissions process, including completing admission and financial aid applications.
- Examine the employment process, including searching for a job, filling out a job application, writing a resume, developing and practicing interview skills, and completing required employment forms.
- Generate an electronic portfolio using digital tools; four-year high school educational plan; education/career preparedness checklist; and other examples of academic and career preparedness achievements.
- Diagnose problems with hardware, software, and advanced network systems.
- Demonstrate advanced technology skills, including compressing, converting, importing, exporting, backing up files, and transferring data among applications.
- Compare functions of various operating systems.
- Analyze cultural, social, economic, environmental, and political effects, and trends of technology to assess emerging technologies and forecast innovations.
- Demonstrate appropriate digital citizenship through safe, ethical, and legal use of technology systems and digital content.
- Utilize an online learning-management system to engage in collaborative learning projects, discussions, and assessments beyond the traditional classroom that are goal-oriented, focused, project-based, and inquiry-oriented.
- Explain specific steps that consumers can take to minimize exposure to identity theft, fraudulent schemes, unethical sales practices, and exorbitant service fees.
- Develop a plan for managing earning, spending, saving, and giving using spreadsheets, online resources, or commercial software.
- Evaluate the effect of personal preferences, advertising, marketing, peer pressure and family history on consumer choices and decision making in the marketplace.
- Distinguish difference between the purpose of saving and the objectives associated with investing.
- Analyze various types of financial institutions.

- Demonstrate how to manage checking and savings accounts, balance bank statements, and use online financial services.
- Determine advantages and disadvantages of using credit.
- Examine why credit ratings and credit reports are important to consumers.
- Determine the type of insurance associated with different types of risks, including automobile, personal and professional liability, home, apartment, property, health, life, long-term care, and disability.
- Develop a plan for financial security in the event of disaster, including secure storage of financial records and personal documents, available cash reserve, household inventory list, and medical records retention.

2.1 B Embedded Numeracy and Vocab.

- Vocabulary Test
- Budgets

2.1 C Embedded Literacy and Writing

- Resume Writing
- Cover Letters

2.1 D Embedded Science & Vocab

- Problem Solving & Decision Making Unit

End of Year Project/Assignment

- Budget and Career Project
- State Financial Literacy Test

Industry Credential - N/A for Career Prep (students may take the Digital Publications Design course or the Business Software Applications II to earn an industry credential)

GRADING/Assessments

This class covers numerous topics at a fast pace so attendance is critical. Students are assessed through formative assessments of class work, and I observe and critique work as they learn and improve their skills and knowledge. Tests and projects are summative assessments of knowledge and skills.

Grades: 65% for tests & projects; 35% for class work, homework, quizzes	<ul style="list-style-type: none"> • All students take midterms. • Final Exam Exemption Policy – Students are exempt as long as they have a C average or higher, have not been in ISS 3 separate times or attended Second Chance during the school year. 	Grades can be accessed through PowerSchools.
		Midterm and Final Exam are 20% of that semester grade.

ABSENCES AND MAKE-UP WORK

No make-up work is allowed for unexcused absences. Make-up work due to an excused absence is due within five (5) school days of the absence. All assignments are listed under classwork on Google Classroom. It is the student's responsibility to find missing assignments and ensure they are submitted.

LATE WORK

All assignments will have a due date that will be communicated to you by the teacher. If assignments are not turned in by the due date there will be an adjustment made to the maximum amount of credit you can receive.

SPECIAL ACCOMMODATIONS

Please notify the instructor privately if you require any special accommodations or if you have a medical condition the instructor should know about – such as asthma or epilepsy.

FBLA

Future Business Leaders of America (FBLA) is an organization which is a co-curricular component of Career and Technology Education and students are encouraged to join. Participating members of the organization will have the opportunity to develop leadership skills and provide opportunities for professional growth and service. FBLA club dues are \$15.

CULMINATING PRODUCT(S):

At the conclusion of this course, students will have produced a variety of work products including but not limited to the following:

- Personal presentation
- Resume and cover letter
- Technology Skill Applications
- Sample job application(s)
- Interviewing skills
- Financial literacy
- Preparation for competitive events with CTSO(s)

CLASS MATERIALS REQUIRED

Headphones are required and the student should bring them every day. Folder with prongs/pockets or a binder, paper and pen/pencil for notes and tests.

CROSS CURRICULUM ASSIGNMENTS

Numeracy – Create a Monthly Budget - Students will create a monthly budget defining income, expenses, etc. Students will exemplify numeracy skills through addition/subtraction, multiplication, etc. Students will use spreadsheet software to enter formulas and calculate data.

Literacy – Create a Resume and Cover Letter – Students will use word processing software to create a personal resume and cover letter for future job searches. Students will research example resumes and cover letters and critique the examples. Students will utilize literacy skills to ensure the final product meets quality standards.

CREDENTIALS OFFERED

There are currently no industry recognized credentials offered for this specific course.

CLASS DUES

\$10 donation is requested to help fund classroom expenditures. Donations will be used to purchase technology for classroom, paper, classroom materials, etc.

Students are given the opportunity to login with an assigned credential to engage in lessons posted on the FBLA National website as well as participate in State competitions. PHS has an excellent record of bringing home State Awards in the topics of website design and publication design as well as many other competitive topics. We encourage our Career Prep students to get involved as active participation enhances future **scholarship and career opportunities**. Yearly dues to join FBLA - \$20

FOCUS ACT - WIRELESS SCHOOLWIDE POLICY.

Prohibited Wireless Communication Devices According to ACBOE Policy:

- Smartphones
- Smartwatches
- AirPods
- Tablets
- Laptops
- Gaming Devices

First Offense - 3 Days in ISS

Second Offense - 5 Days in ISS, **Third Offense** - 5 days at 2nd Chance School

Please sign below for your acknowledgment and agreement to the course syllabus.

Student Signature

Date

Parent/ Guardian Signature

Date

Parent/guardian email address