Career Preparedness

Course Syllabus

(One Half Credit – Required for Graduation)

# Mrs. Mosley

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# (Conference times by appointment after school and during preparation period by calling 342-2777)

**Business/Marketing Program Goals:**

* Provide students with the knowledge and skills necessary for economic success in the twenty-first century
* Prepare students for the accelerated changes taking place in the competitive business world
* Provide a foundation that enables students to become productive workers and citizens
* Facilitate learning in a student-centered environment
* Provide activities which build leadership skills
* Provide opportunities for students to become independent and lifelong learners

**Course Description:** Career Preparedness is a one credit foundation course focusing on three integrated areas of instruction—**academic planning and career development, financial literacy, and technology**. 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. The area of technology is designed to be interwoven throughout course instruction. This course allows students to meet the required 20-hour online experience as required by the Alabama State Department of Education.

Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) is a student organization which enhances classroom instruction, develops leadership skills, and provides opportunities for professional growth and service. Although not mandatory, students are encouraged to participate in this organization.

***Credits: 1/2 Prerequisites: None***

**Philosophy/Essential** Students will be expected to meet all of the course goals listed below and be able to demonstrate

**Functions:**  their understanding of the underlying concepts. The instruction will be both hands-on and

 application-based consisting of lecture and demonstration. Students will communicate both

 verbally and in written format using standard grammar, sentence structure, and paragraph

 development. All students, regardless of disability or interest level, will find this instruction to be helpful.

Student assessment will be based on their individual performance, completion of classwork assignments and test/quizzes. Students are expected to participate in class discussions, take accurate and useful class notes, and work effectively in groups or teams.

 As in any performance-based course, **good attendance** is imperative for the successful completion of this class. County attendance policies will be strictly followed when determining eligibility for and acceptance of make-up work. It is the student’s responsibility to keep up with class assignments and attendance.

 All policies of the Tuscaloosa County Board of Education and Brookwood High School will be followed.

 Inappropriate behavior will not be tolerated. Examples of inappropriate behavior include but are not

 limited to cheating, stealing, disrespectful behavior toward teacher or fellow students, inappropriate

 language, inappropriate dress, sexual harassment, misuse of technology (equipment, Internet), misuse

 of class time/resources (sleeping, playing on computers when assignments are incomplete), or

 possession of food/drink in the lab. Students should only run software programs and visit websites that

 they have been given permission to use to complete class assignments. **NOTE: Facebook, videos,**

 **music, any social media or texting website, and YouTube are not to be used except for**

 **approved class activities.** Violation of this expectation will be handled as a discipline matter.

**Personal Electronic Devices:**

On occasion, students may be allowed to use their own electronic and technological devices at **SPECIFIED** times and **ONLY** when authorized by the teacher for an instructional purpose. **If a student is using a device inappropriately (not in accordance with classroom instruction or TCBOE policy), consequences will be enforced as stated in the Code of Conduct Handbook.** The teacher is not responsible for any lost or stolen devices.

**Units of Study:** Personal Decision Making, Academic Planning and Career Development, Technology Skill Application,

**Resources: NEFE High School Financial Planning Program, Alabama Council on Economic Education, Federal Deposit Insurance Corporation, Career Cruising, Kuder, Alabama Career Info, Wells Fargo, Junior Achievement**

## Materials: 3-ring binder with paper and pen/pencil

**Credentialing Opportunities:**

W!SE Financial Literacy Certification

**Grading and Evaluation:**

The evaluation and grading system is introduced at the beginning of the course to advise students of the standards they will be expected to meet to pass the course and achieve better grades. The outline is distributed to the students the first day of class. Provisions for individual differences will be made for students with exceptionalities based on their IEP.

The teacher conducts periodic class discussions to emphasize key points, check student understanding and prevent gaps in overall progress. Students are called upon to explain selected concepts in class. The evaluation system—which is used to measure qualitative as well as quantitative aspects of student performance—is clearly stated and explained in the beginning.

After instructions and demonstration, students will be expected to independently complete a variety of problems/projects which simulate real-life experiences and address college and career readiness standards.

Upon completion of all units of study, students will be expected to complete problems/exams indicating minimum mastery of skills learned of 70%.

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**Grading Scale:**

The final nine-week grade will be generated from daily participation on class assignments, projects, and exams. The

grading scale is as follows:

 Classwork Assignments 50 points

 Tests/Projects 200 points

Quizzes 100 points