Career Preparedness
Syllabus

Instructor: Mrs. Jan Bergdolt
Room: Tech 2
Prerequisite class: None
Instructor E-mail: jan.bergdolt@acboe.net
Teacher/Class Web Site: www.gophslions.com
Online Learning Environment: Schoology

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 interwoven throughout the course. 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 class is required for all incoming 9th graders. Credit: 1 unit.

★This course is being taught in a computer lab. Every year, we ask that students contribute $10.00 to help with costs related to the use of technology. May be paid at gofan.co website.

INSTRUCTIONAL DELIVERY PLAN
This course is taught in a computer lab and each student has a computer. Majority of lessons are delivered and submitted through the Schoology learning platform.

Future Business Leaders of America (FBLA) is a co-curricular component of our business education program at PHS. Students are encouraged to become participating members of the organization that enhances classroom instruction, helps develop leadership skills, and provides opportunities for professional growth and service. FBLA club dues are $20.00.

You may write one check for $30.00 to cover $10.00 for the Career Prep course and $20.00 for FBLA membership.

Course Goals:
To master concepts and skills related to career readiness, digital citizenship, academic planning, managing finances, budgeting, saving and investing, credit management, and insurance.

Every Student Must Have:
Paper, pen ,pencil
Ear buds

GRADING:
Test/Projects (Major) 65%
Classwork/quizzes (Minor) 35%

ASSESSMENT:
Students will have a variety of assessment opportunities. Students will have class assignments, vocabulary quizzes, and projects that will count towards their final grade.
CULMINATING PROJECT/ANCHOR ASSIGNMENT:
Students will develop a career portfolio to aid in the success of the job application process to include the composition of a cover letter, resume, and research paper.

AVAILABLE INDUSTRY RECOGNIZED CREDENTIAL
Not applicable at this time.

CLASSROOM BEHAVIOR:
Students will be working in a computer lab setting and will be expected to handle the computer equipment with care, respect their classmates, and teacher. While working in the lab, students are expected to talk softly so as not to disturb others. They are expected to have a professional demeanor and use phrases like “Please”, “Yes Ma’am” and “Thank You.” Students in the computer lab are expected to be courteous to others which includes raising their hand prior to asking a question or making a comment.

BEHAVIOR INFRACTIONS:
If the behavior of a student becomes disruptive to others and the learning process, Mrs. Bergdolt will proceed with disciplinary actions as mandated by school administration.

KEYBOARDING PERFORMANCE:
Students will be assessed on their keyboarding performance while working in the computer lab on their assigned business lessons. This will include using proper keyboarding technique, proper use of hardware, the internet, and being on task.

Dear Parent:

Your child is enrolled in the Career Preparedness class at PHS. Please feel free to call me at the school or e-mail me at jan.bergdolt@acboe.net.

Parent Signature: ________________________ Parent Email ________________________

Printed Student Name: ________________________ Parent Phone number ________________________

All business students are encouraged to join FBLA for a $20.00 club fee. Club members are eligible to participate in PHS FBLA club events designed to enhance their business skill set. Membership in professional business organizations, like FBLA, give applicants a competitive edge when applying for jobs.

You may write one check for $30.00 to cover $10.00 for the Career Prep course and $20.00 for FBLA membership.