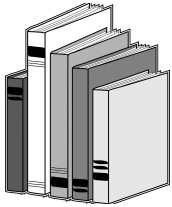


Career Preparedness

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What Do I Need?



- ★ Headphones - NEED to plug into computers
- ★ Pen/pencil
- ★ Notebook, 3-prong folder, or spiral notebook
- ★ Paper

- This one-year class covers topics related to academic planning, career development, financial literacy, and technology.



\$10 donation for covering classroom supplies to may go out over the course of the year. (mouse, keyboard, headphones (back-ups), copy paper, etc)
Additional donations for student use: tissues, hand sanitizer, or copy paper.

\$15 SkillsUSA dues for membership in the state and national SkillsUSA organization. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. We provide educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms.

TOPICS OF STUDY

- ★ Personal Decision Making
- ★ Digital Citizenship
- ★ Technology Skills Applications
- ★ Academic Planning and Career Development
- ★ Managing Finances and Budgeting
- ★ Saving and Investing
- ★ Banking and Financial Institutions
- ★ Credit and Debt
- ★ Risk Management and Insurance



No Electronics!



Cellphones, earbuds (unless approved by the instructor), electronic games, and all other electronics should not be seen or heard during school hours. Breaking policy will result in disciplinary action.

How Can I Be Successful?

Always Read the Board

Daily agenda and assignments, will be there. Check it as soon as you enter the room.

Log in Immediately

Log in as soon as you enter the room and be prepared to start the day.

Complete Work On Time

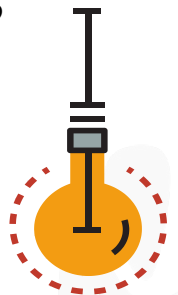
The purpose of the work is to help you master concepts and learn to meet deadlines. Turn in as directed (paper, google classroom, etc.).

Be Attentive and Ask Questions

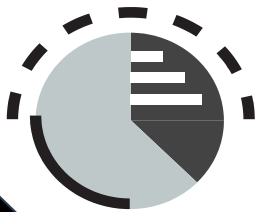
Listen and participate, but if something is unclear, ask your teacher or neighbor for help.

Always make an effort

Doing nothing will get you nowhere. Always try!



How Am I Graded?



65%
Tests &
Projects

35%
Classwork

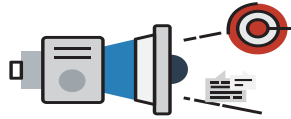
“Education is the most powerful weapon which you can use to **change the world.**” - Nelson Mandela

My Expectations

- ★ Be on time.
- ★ Be positive
- ★ Be ethical
- ★ Be courteous
- ★ Be proactive
- ★ Be ready to work.
- ★ Act professionally
- ★ Stay on task
- ★ Respect everyone and their belongings
- ★ Personal drama stays out of the lab
- ★ Dress appropriately following school policy
- ★ Follow school policy/procedures

A GOOD ATTITUDE!

Attitude is everything, so pick a good one.



Communication is Key!

- I can't read your mind, so be sure to communicate!
- Ask questions if you do not understand an assignment. Make-up work can be found in Google Classroom.

Restroom Use

Restroom breaks are allowed with permission, but should not be abused. Consistent abuse can result in conference.

Learning through online resources

Students will use:

- ★ Google Classroom – this platform allows students to use google docs, sheets and slides, read online assignments and submit work online. Accounts are setup through the school system.
- ★ Videos – Many examples of work, interviews, and life experiences are shown through movies and video clips. All are either rated G, PG, or PG-13. All are screened by the teacher before viewing.
- ★ Online courses such as www.everfi.com and www.typing.com.
- ★ All student activities are monitored by the instructor

Actions not allowed in the lab

- ★ Food, drinks, or gum
- ★ Touching another students computer and accessories
- ★ Going to sites that are not related to the classwork
- ★ Streaming of videos, movies, or music
- ★ Roaming around the lab
- ★ Standing at the door before bell rings
- ★ Touching another students belongings
- ★ Moving to another seat without permission
- ★ Switching chairs
- ★ Disconnecting computer, keyboards, and mouse without permission