

CAREER-TECH DEPARTMENT

Special points of interest:

- **\$20 FEE DUE**
- Join FBLA



CAREER PREPAREDNESS

COURSE DESCRIPTION

This is a new course that focuses on three-integrated areas of instruction—academic planning and career development, financial literacy, and technology. As part of preparing students to be college- and career-ready, this course also equips students with the skills needed for business and industry, continuing education, and lifelong learning.

Career Preparedness is a one-credit course required for graduation.

COURSE OBJECTIVES

- ◇ Personal Decision Making
- ◇ Academic Planning and Career Development
- ◇ Technology Skill Applications
- ◇ Managing Finances and Budgeting
- ◇ Saving and Investing
- ◇ Banking and Financial Institutions
- ◇ Credit and Debit
- ◇ Risk Management and Insurance

CLASSROOM POLICIES AND PROCEDURES

YOU WILL:

1. **NOT BRING FOOD OR DRINK IN CLASSROOM**
2. not talk while I am talking or while another student is presenting information
3. bring supplies to class everyday
4. be on time and in seat ready to begin when bell rings
5. listen and follow directions the first time they are given
6. do your own work, violations will result in a zero
7. keep work area should be neat and clean before leaving class
8. become familiar with emergency evacuation procedures and potential computer lab hazards
9. show respect for teachers, classmates, and school property
10. all school code of conduct policies enforced
11. Be Positive! This class can be as rewarding and enjoyable as you allow it to be.

CELL PHONE POLICY

- Allowed in class with my permission
- Can not be used during instruction time or during a test or quiz
- Can not make noise or be a distraction
- Violations will result in loss of privileges and/or confiscated

SUPPLIES/ DONATIONS

- Required**
- \$20 fee
 - pen/pencil
- Appreciated Donations**
- hand sanitizer, tissues, paper towels, dry erase markers, etc.

MAKE-UP WORK

- Excused Absences**
- 2 days for every excused day to make up work with parent or doctor's note
- Unexcused Absence**
- teacher's discretion
- Late Work**
- not accepted
- It is the student's responsibility to ask for make-up work.**

Class Website

www.p2pmhs.weebly.com

- assignments, instructions, and other class info posted daily
- find reminders, upcoming events, important dates, and other information
- contact me

Technology Rules

✂ **All students will be required to sign the following Acceptable Use Policy (AUP) that will be kept on file in order to use any technology equipment.**

All Students Must:

- Follow all rules and guidelines outline in the St. Clair County Code of Conduct.
- Follow teacher rules and guidelines.
- Obtain teacher permission and supervision in order to use computer equipment.
- Obtain teacher permission to use collaboration and communication tools.
- Maintain computer security.
- Ensure that passwords are chosen wisely and kept secret.
- Respect all equipment and software.
- Respect and obey copyright laws.

Students May Not:

- Share passwords or access another user's account.
- Attempt to circumvent the SCCBOE filters.
- Invade, violate, or compromise another user's privacy.
- Change or delete another user's files.
- Post anonymous messages or pose as someone else.
- Play computer games that have not been approved for educational purposes
- Plagiarize materials.
- Use computers for illegal or immoral activity.
- Print excessively or unnecessarily.
- Install, change, or delete software.
- Tamper with hardware or software.
- Deface, move, or steal equipment.
- Spread computer viruses.
- Access, produce, or distribute material that is considered damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing, or otherwise illegal or contrary to school policy.
- Conduct or solicit business or privately advertise using the SCCBOE network.

✂ **Violations and consequences may include, but are not limited to computer account suspension or termination, administrative detention, suspension, dismissal, and/or expulsion. Users and their parents/guardians may be asked to compensate the school system for any fees incurred by the school relating to, or arising out of any breach of the AUP. (SCCBOE Handbook, 33-35)**

FUTURE BUSINESS LEADERS OF AMERICA

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

Dues: \$15 (includes National, State, and Local Dues)

Goals: Develop competent leadership, strengthen confidence, create an interest in and understand American business enterprise, encourage members to develop projects that contribute to home, business and community, develop character, citizenship, and patriotism, practice money management, encourage scholarship and promote school loyalty, assist in establishing occupational goals, and facilitate transition from school to work.

Get involved and JOIN TODAY!



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