



# Career Preparedness

Lowndes County Career Tech Center

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Ms. Bridget Davis

[bridgetdavis@lowndesboe.org](mailto:bridgetdavis@lowndesboe.org)

## **Schoology Classroom Codes:**

Career Prep 4th Block

25KK-HMN4-QXKNP

Career Prep 5th Block

C48Q-9N5G-B3HTH

**Department Philosophy:** The LCCTC CTE Department believes that education's most important function is to provide all students with the skills needed for post-secondary and careers. This is accomplished by providing interest-based programs that meet industry standards.

**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. The area of technology is designed to be interwoven throughout course instruction. 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 lifespan.

**FBLA Membership Fees:** \$25 Professional Organization: All business students are encouraged to join (FBLA), Future Business Leaders of America. FBLA is a student organization that helps enhance course instruction, develop leadership skills, and provide opportunities for professional growth and service.

## **Course Supplies:**

- Textbook (Provided)
- Three-Ring Binder w/ Loose Leaf Paper
- Writing Utensils (Pencils and Black or Blue Ink Pens)
- Dividers
- Storage Device (Jump, Flash, or Thumb Drives)

## **Course of Study:**

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

### **Assignments & Late Work:**

For each unit you can expect: daily bell work, notes, videos and discussion questions, independent practice, hands-on and group activities, homework, quizzes, and tests.

**Homework** will be an important element in our class to ensure we can maximize in-class activities. **YOU MUST BE PREPARED FOR CLASS!** Failure to complete homework will affect your grade..

Due dates will be noted and stated verbally during class. Major assignments due dates will be posted in the Schoology or discussed in class.

**Late work** will be accepted but the student will lose 10% of possible points for every day that the assignment is late unless the student has an excused absence.

### **Grading:**

Almost everything given in class will be counted as a grade. These assignments will fall under the categories classwork/homework, or assessments. Grades will be recorded in the district online portal PowerSchool. Your final grade will be calculated using averaged quarterly grades (every 9 weeks).

Assignments will be weighted according to the following:

- **Classwork/Homework (25%)**
  - Daily Assignments = 100 points
  - Homework = 100 points
  
- **Assessments (75%)**
  - Notebook Checks = 100 points
  - Projects = 100 points

The grading scale will be:

- A = 90-100% A and below
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59%

### **Absences and Make-up Work:**

**If you are absent, it is your responsibility to make up for missed work!** Additional assignments and teacher notes for each school day will be posted on Schoology. You will have two class days per day absent to submit make-up work.

### **Classroom Management:**

I manage my classroom in a way that creates the best learning environment for every student. The contributions of each student will be valued and heard. In order to achieve these goals, a set of rules are enforced that I expect all my students to abide by in order to keep a safe and productive classroom.

# Classroom Rules

1. Clock in, check in your cell phone, and be in your seat and ready to begin when the tardy bell rings.
2. Tampering with software or hardware in any way will not be tolerated.
3. Work areas must be cleaned before dismissal.
4. Do not save work on computer, only on USB Flash Drive or Google Drive (unless instructed by teacher)
5. Remain in your assigned seat at all times.
6. The Teacher will dismiss the class, not the bell.
7. Allow the Teacher to Teach and Students to Learn
8. No Loud Talking or Bad Language
9. No Food, Candy, Opened Drinks or Cell Phones Allowed in the work space.
10. Raise your hand for recognition to speak or to leave your seat

## **Consequences:**

1. Verbal Warning
2. Meet with the Teacher
3. Call Home and / or letter home to parents
4. Office Referral

**This syllabus is subject to be change by the teacher at anytime to fit the needs of the students..**