

CAREER PREP

Central High School

Mrs. Ward

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Course Description

Career Preparation 1 provides opportunities for students to participate in a learning experience that combines classroom instruction with paid business and industry employment experiences and supports strong partnerships among school, business, and community stakeholders. The goal is to prepare students with a variety of skills for a fast-changing workplace. This instructional arrangement should be an advanced component of a student's individual program of study. Students are taught employability skills, which include job-specific skills applicable to their training station, job interview techniques, communication skills, financial and budget activities, human relations, and portfolio development.

EXPECATATIONS

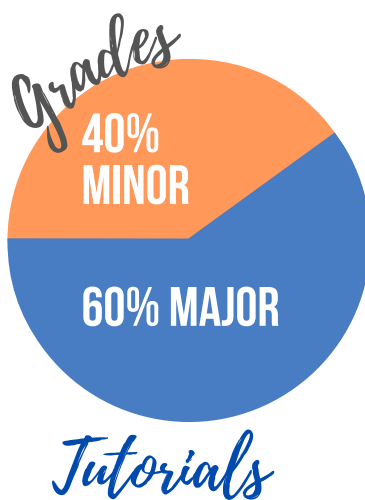
1 BE ON-TIME, ON-TASK, & PREPARED TO LEARN 
everyday!

2 KEEP ALL PERSONAL ELECTRONICS *put away!*

3 *Be responsible*
FOR YOUR OWN LEARNING

4 *Respect!* THE TEACHER
THE CLASSROOM
OTHER STUDENTS

5 TRASH GOES IN THE *trash can!* 



M
7:40 AM - 8:10 AM

W
7:40 AM - 8:10 AM
4:10 PM - 4:40PM

F
B LUNCH

* OTHER TIMES AVAILABLE BY APPOINTMENT

UNITS OF STUDY

- 1** CAREER EXPLORATION
- 2** CAREER PLANNING
- 3** EMPLOYABILITY SKILLS
- 4** EMPLOYEE RIGHTS & BENEFITS
- 5** FINANCIAL LITERACY

CLASSROOM RESOURCES

Google Classroom will be a part of our daily routine. This is where all assignments and due dates will be posted. It can be accessed from anywhere which means if you are out, you can log in and see what you missed. The link will be provided in class and through the class in Schoology.



Google Classroom

Students are strongly encouraged to join the Central High School DECA Chapter to enhance their learning experience in CTE Business, Marketing, and Finance classes. Students have the opportunity to join as a competing member or a non-competing member.



SOCIAL MEDIA

Follow our school and the DECA organization on Facebook and Instagram!

@SACENTRALDECA
@CENTRALHSBOBCATS



Social Media Opt Out

You will produce such incredible work and participate in such exciting lessons and we will want to share that with the WORLD! **Unless you indicate otherwise, your work and participation will be posted publicly in class, outside of class, and on the web.** You will need to OPT-OUT or let me know that you do not want me to share your work or be posted online through our DECA social media accounts.

☐ **OPT OUT**

MATERIALS

CLASSROOM DEVICES

This course will use school-provided classroom laptops. Students will not use their Chromebooks in this class.

OPTIONAL BUT STRONGLY ENCOURAGED SUPPLIES

- **USB or Wired Mouse** – can plug into the class laptops for ease of use.
- **WIRED Earbuds or Headphones** – Must connect with a standard barrel jack (3.5mm). Community headphones will be available if needed. Wireless/Bluetooth headphones are not permitted.

PROHIBITED DEVICES*

In accordance with the new Texas state law, the following items are not allowed during school hours:

- Cell phones, Wireless/Bluetooth headphones, Smart watches, iPads, Personal computers

*Refer to the SAISD Cell Phone Policy for details & consequences,

Attendance & Make-up Work

Regular and prompt attendance is an essential part of the educational experience. Please exercise good judgement regarding your attendance and absences. When you are gone, not only are you missed, but you miss out! It will be your responsibility to ensure your work does not suffer as a result of absences.

The make-up work policy will allow students the number of days absent, plus one, to make up any and all work. However, in this special time period, students will be given more grace and time if needed due to health related issues.

Restroom Passes

Students may request a pass at appropriate times when the instructor is not actively teaching and not during the first or last 10 minutes of class. Students must ask permission before creating a Minga pass and are limited to 3 passes per school day.

Late **WORK**

- Minus 10 points for each day late.
- No longer accepted after the 3rd day.
- See me if you need help so we can find a solution before it becomes a problem!

PARENT CONTACT FORM



☐ **PARENT FORM
FILLED OUT BY
THE PARENT**

Please scan this QR code to access the parent contact form. This will help me keep in touch with you about your student progress and upcoming class activities. It will also allow you to tell me about your student so I can get to know them better! Filling this form out serves as your signature on this syllabus, thank you!

STUDENT SIGNATURE

DATE

The San Angelo Independent School District does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, gender, pregnancy, national origin, age, disability, military status, genetic information, or any other basis prohibited by law.