

CRTT Syllabus
Career Readiness Through Technology

Mrs. Smith
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Room 805

Course Description:

Career Readiness Through Technology will help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. It will expose students to various sources of information on career and training options that will also assist them in developing job search and employability skills. This course fulfills the online graduation requirement.

Class Expectations:

As we explore careers and career paths students will also demonstrate the transferrable and interpersonal skills necessary to be successful in the workforce. The 4 B's are implemented by Sault Schools kindergarten through 12th grade. How the 4 B's of SAHS look in Career Readiness:

Be Safe

Use school equipment and supplies properly

Be Respectful

Be *courteous* (polite) - at all times to all members of our classroom

Be *cooperative* - follow directions, work with all team members

Be *social* - interact kindly with peers and teachers

Be Responsible

Be *Dependable* – come to class regularly with a positive attitude

Take *initiative* – be self-motivated to complete all assignments and tasks to the best of your ability

Be Ready to Learn

Be *present* – attend all classes and actively engage in class activities

Be *punctual* – be in your assigned seat when the bell rings

Be *organized* – use all class time wisely and effectively, prioritize tasks, bring all necessary materials to class

All SAHS building policies and procedures will be followed according to the student handbook.

- Cellphones, smartwatches, and Bluetooth earbuds will not be permitted in the classroom at any time.
- Tardy and absence policy will be followed

Course Content:

Throughout the semester we will explore the following areas in depth:

- **Career Planning** – Use Job Ready 360 to conduct a Career Research Project, develop and build upon students Educational Development Plan (EDP), complete career interest surveys, etc.
- **Job Portfolio** – Create a resume, application letter, online and written application forms, thank you letter, resignation letter, and recommendation forms (widely used for professional networking and employment-oriented services)
- **Interview Skills** – Prepare students for the job interview process
- **Presentation Management** – Create and present a presentation with your classmates
- **Beginning Employment** – Practice filling out employment forms, learn about expectations of employers, learn about earnings and advancement, and discuss appropriate workplace apparel
- **Communication and Employability Skills**
- **Computer and Personal Security**
- **Personal Finance** – Find out about banking and financial institutions, budgeting, saving and investing, managing a checking account, etc.
- **Office365** - Learn to use an online learning management system

Business Competencies Covered:

- Communication
- Career Readiness & Professionalism
- Information Technology
- Financial Management

Work based learning opportunities provided:

- Career Awareness
- Career Exploration

Evaluation Criteria:

This course is evaluated on a percentage-based system. 60% classwork, 20% employability, and 20% quarterly assessment. A student must earn 60% to earn credit for the course.

60% Classwork

- **Assignments**
 - Assignments will be completed in class and due the same day assigned.
 - If an assignment is not submitted at the end of the class period it is late.
 - Assignments can be submitted late until the end of the unit.
- **Projects**
 - Students will be able to complete group projects, presentations, and research projects throughout the semester

20% Employability Skills

- **Employability Skills**
 - Employability skills are those traits that are looked upon favorably by an employer – positive attitude, good work habits, etc.
 - Students start with 100 points every quarter – 100%
 - Points may not be earned back
 - Reduction of points

Off Task	2 points for every verbal prompt from teacher
Leaving Workstation Disorganized	5 points
Inappropriate Behavior <i>excessive socialization,</i> <i>disruptive/inappropriate behavior,</i> <i>playing video games</i>	10 points
Leaving Class Without Permission	10 points
Personal Electronic Device Out During Class	50 points

20% Quarterly Assessment (Dates are subject to change):

- **Job Shadow – October 27, 2026**
- **Mock Interview – January 12, 2027**

Grading Scale:

100-93 is an A	73-76 is a C
90-92 is an A-	70-72 is a C-
87-89 is a B+	67-69 is a D+
83-86 is a B	63-66 is a D

80-82 is a B- 60-62 is a D-
77-79 is a C+ 0-59 is an E

- SAHS employs a semester grading system with report cards issued to students four times during the course of the school year. A quarter will be approximately nine weeks. Final grades are calculated on a semester basis. **Quarter 1 is 50% and quarter 2 is 50% of your semester grade.**

Extra Credit

- Wednesdays are professional dress day. Each Wednesday that you dress in professional attire, you will earn **2 points towards employability grade** every time you participate. (You cannot wear jeans, T-shirts with writing on them, tennis shoes, no visible tattoos, etc.)
- Any given day and **extra 2 points** can be earned for TEACHER OBSERVATION EVALUATION as part of the employability skills grade, which includes these factors:
 - Pays attention and follows directions
 - Works well with minimal supervision
 - Works up to potential and shows maximum effort
 - Works cooperatively as a member of the group
 - Makes effective use of time and/or materials
 - Demonstrates initiative and motivation
 - Has cooperative, positive attitude

Teacher Availability:

Mrs. Smith will be available for extra help before and after school by appointment.

Sault Area Career Center
Syllabus Permission and Acknowledgement Page

Student Name _____
Student Signature _____
Parent/Guardian Name _____
Parent/Guardian Signature _____
Date _____

Parental Consent for Pictures/WBL Field Trips

Please check whether you give the following permissions for your student:

☐ Y ☐ N	Picture taken for school-based social media accounts, newsletters, etc.
☐ Y ☐ N	Participate in work-based learning field trips and experiences outside the normal classroom (The instructor will send out information and reminders.)

WBL Participation

Work-based learning is an integral part of career technical education. All parents/guardians are encouraged to participate in our hands-on learning experiences by coming in as guest speaker, providing work-based learning opportunities, allowing students to job-shadow, etc. If you (or someone you know) is interested in supporting WBL within the career center, please fill out the form below and we will reach out to you more information.

☐ Yes, I'm interested. Please see contact information below.

☐ No, I'm not interested. Have a great year!

Name _____
Email _____
Phone _____
Workplace _____
Area of Expertise _____

Important Dates:

- **Job Shadow – October 27, 2026**
- **Mock Interview – January 12, 2027**