



Mountain Brook Junior High

Career Preparedness A

Course Syllabus

Course Title: Career Preparedness A
Instructor: Jennifer Watson
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Planning Time: 11:09-11:58 (MTF) 11:20-1:25 (W, H)

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 way to manage personal finances and reduce personal risk. 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 life span.

As part of preparing students to be college and career ready, this course also equips them with the skills needed for business and industry, continuing education, and lifelong learning. The Career Preparedness A course introduces the impact of computers on society and ethical issues. This class provides an overview of microcomputer applications beginning with a brief introduction to computer concepts and Microsoft Windows 7. Students will learn to use the Microsoft Office 2010 suite including Word, Excel, Access, and PowerPoint. Students will learn basic Web page creation as they create an electronic portfolio highlighting their academic and career goals. Career Preparedness A is a half credit and the successful completion of this course is required for graduation in the state of Alabama.

This class will utilize Moodlerooms on a daily basis. Class projects, handouts, resources, and files are organized for student use.

Required Supplies:

- Pen or Pencil
- 1" Three Ring Binder
- Earphones
- Flash drive (recommended)

Grading Scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	65 – 69
F	Below 65

Course Objectives:

1. Demonstrate knowledge of a systematic approach to a decision-making process (specifically, opportunity costs and trade-offs), including factors regarding academic planning and career development, financial literacy, and technology.
2. Analyze personal skills, interests, and abilities and relate them to current career opportunities.
 - a. Participate in assessments that identify personal areas of interest and aptitude, including utilizing results to develop a four-year high school educational plan.
3. Determine the correlation of personal preference, education, and training to the demands of the workforce.
 - a. Select a personal career goal based upon results of interest and aptitude assessments.
 - b. Calculate net pay from a given gross salary by subtracting required and non-required deductions.
 - c. Utilize advanced database features (i.e., merging, sorting, filtering, formulas) to examine the effect of career choice on lifestyle, including how interest, ability, and educational achievement relate to the attainment of personal, social, educational, and career goals.
4. Examine the employment process, including searching for a job, filling out a job application, and writing a resume.
 - a. Utilize word processing software to demonstrate professional writing skills by producing and editing business and personal correspondence documents.
5. Generate an electronic portfolio using digital tools (e.g., Webpage, wikis, blogs, podcast), including a cover letter, a current resume; a completed job application; interest, aptitude, and achievement assessment results; curriculum samples (e.g., academic research, educational projects); four-year high school educational plan; education/career preparedness checklist; and other examples of academic and career preparedness achievements (e.g., student organizations, club memberships, honors, credentials, certificates, awards, community service experiences, recommendations).
 - a. Utilize advanced features of word processing (e.g., outlining; developing forms; applying tracking changes, hyperlinking, mail merging).
 - b. Create presentations using effective communication skills and advanced features of multimedia, including photo, video, and audio editing.
6. Diagnose problems with hardware, software, and advanced network systems.
7. Demonstrate advanced technology skills, including compressing, converting, importing, exporting, backing up files, and transferring data among applications.
8. Compare functions of various operating systems.
 - a. Examples: Windows, Mac OS X, Linux, Android, iOS
9. Analyze cultural, social, economic, environmental, and political effects, and trends of technology to assess emerging technologies and forecast innovations.
 - a. Demonstrate proficiency in the use of emerging technology resources, including social networking and other electronic communications (e.g., desktop conferencing, mobile technology, listservs, blogs, virtual reality, online file sharing)
10. Demonstrate appropriate digital citizenship through safe, ethical, and legal use of technology systems and digital content.
11. Explain specific steps that consumers can take to minimize exposure to identity theft, fraudulent schemes, unethical sales practices, and exorbitant service fees.
12. Develop a plan for managing earning, spending, saving, and giving using spreadsheets, online resources, or commercial software.
 - a. Create a budget, net worth statement, and income expense statement using a spreadsheet.
 - b. Utilize spreadsheet features, including formulas, functions, sorting, filtering, charts, and graphs.
13. Evaluate the effect of personal preferences, advertising, marketing, peer pressure, and family history on consumer choices and decision making in the marketplace.
 - a. Compare goods and services to determine best value, including sales tax, tips, coupons, discounts, product quality, and unit pricing.

Mrs. Watson's Classroom Rules and Grading Procedures

1. Teacher and students display mutual respect.
 - a. Students listen attentively when teacher speaks.
 - b. Teacher listens attentively when students speak.
2. Students will handle computers, peripheral devices, school equipment, books, etc. with the utmost care.
3. Due to computers in the classroom, no food, beverages, or chewing gum is allowed.
4. Students are expected to keep their work area clean.
5. Students will be punctual to class, be seated when the bell rings, and begin working. (Introductory activities will be displayed on the screen.)
6. If you are tardy, you must sign the tardy sheet that is hanging on my bulletin board. On the fourth tardy, a discipline notice will be filled out and detention will be assigned.
7. Cell phones are NOT allowed to be out during my class. Occasionally, there will be reasons to use phones during class, but only should be taken out with my permission. If a phone is out without permission, it will be taken up and given to Mr. Dearman.
8. Students will be required to make up (within 5 days) any work that they miss due to school activities, illness, and/or other approved absences. **Note:** It is the student's responsibility to communicate with the teacher about make-up work.
9. If any assignments or homework are not completed by the due date, 5 points per each day late will be deducted. After 3 days of not completing an assignment, students will earn a zero.
10. Inappropriate behavior, in the estimation of the teacher, may warrant removal from the classroom, detention, and conference with a principal or administrator. Parents will be notified.
11. Students will be given a "Work Ethics" grade each 9 weeks. This grade is 2 points a day for a total of 10 points a week. Students will receive the points for being on time to class and following all classroom rules. Failure to follow rules will result in loss of points—a work ethics grade will appear in i-Now each week.
12. All students must comply with the Mountain Brook Schools: Technology Usage Policy.
13. All students must comply with the Mountain Brook Code of Student Conduct.

Grading:

- Grades will be based on tests, quizzes, classroom activities, projects, and occasional homework.
- Averages are determined using a "total points" cumulative evaluation system.
- Grades will be updated to iNow on a weekly basis. Parents/guardians are encouraged to use the parent portal to access and monitor grades.
- A "0" Zero listed in iNow indicates that a zero was given for either failing to produce the work when it was due or not studying for a test.
- An "MA" Missing Assignment listed in iNow indicates that a student was not in class when the work was due. If you are eligible to makeup the work, then "MA" will be changed once the work has been completed and graded.
- An "EX" Excused listed in iNow indicates that an assignment does not have to be made up and points will not be counted against the student.
- You don't have to bring your notebook to class every day. I will use "Remind" to text you when to bring it. I do ask that you keep ALL of your handouts and assignments!