Career Preparedness

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No prerequisite required

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 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. Acquisition of these skills is achieved by incorporating content and strategies that can easily allow students to meet the required 20-hour online experience as defined in the Alabama State Department of Education's *High School Distance Learning: Online/Technology Enhanced Course or Experience Guidance* document.

Career Preparedness is a one-credit course required for graduation that can be taught in Grades 9-12; however, it is recommended that students take the course in Grade 9. This course may be taught as two one-half credit courses consisting of Career Preparedness A and Career Preparedness B. Standards 1, 2, 2a, 3, 3a, 3b, 3c, 6, 6a, 8, 9, 10, 11, 11a, 12, 12a, 12b, 12c, 12d, and 12e must be taught in Career Preparedness A. Standards 2b,2c, 4, 4a, 4b, 4c, 4d, 5, 7, 7a, 7b, 13, 14, 14a, 15, 15a, 15b, 15c, 15d, 16, 16a, 16b, 17, 17a, 17b, 18, 18a, 19, 20, 20a, 21, 21a, 21b, 21c, 21d, 22, 22a, 22b, 23 must be taught in Career Preparedness B. Career Preparedness A is the prerequisite to Career Preparedness B.

Course Goals:

1. Demonstrate knowledge of a systemic approach to a decision-making process, including factors regarding academic planning and career development, financial literacy, and technology.
2. Understand the effect of workplace behaviors.
3. Analyze personal skills, interests, and abilities and relate them to current career opportunities.
4. Determine the correlation of personal preference, education, and training to the demands of the workforce.
5. Investigate the postsecondary/higher education admissions process, including completing admission and financial aid applications.
6. Examine the employment process, including searching for a job, filling out a job application, writing a resume, developing and practicing interview skills, and completing required employment forms.
7. Generate an electronic portfolio using digital tools.
8. Diagnose problems with hardware, software, and advanced network systems.
9. Demonstrate advanced technology skills, including compressing, converting, importing, exporting, backing up files, and transferring data among applications.
10. Compare functions of various operating systems.
11. Analyze cultural, social, economic, environmental, and political effects, and trends of technology to assess emerging technologies and forecast innovations.
12. Demonstrate appropriate digital citizenship through safe, ethical, and legal use of technology systems and digital content.
13. Utilize an online learning-management system to engage in collaborative learning projects, discussions, and assessments beyond the traditional classroom that are goal-orientated focused, project based, adn inquiry-oriented.

14. Explain specific steps that consumers can take to minimize exposure to identify theft, fraudulent schemes, unethical sales practices, and exorbitant service fees.
15. Develop a plan for managing earning, spending, saving, and giving using spreadsheets, online resources, or commercial software.
16. Evaluate the effect of personal preferences, advertising, marketing, peer pressure, and family history on consumer choices and decision making in the marketplace.
17. Distinguish differences between the purpose of saving and the objectives associated with investing.
18. Analyze various types of financial institutions.
19. Demonstrate how to manage checking and savings accounts, balance bank statements, and use online financial services.
20. Determine advantages and disadvantages of using credit.
21. Examine why credit ratings and credit reports are important to consumers.
22. Determine the type of insurance associated with different types of risks, including automobile, personal and professional liability, home, apartment, property, health, life, long-term care, and disability.
23. Develop a plan for financial security in the event of disaster, including secure storage of financial records and personal documents, available cash reserve, household inventory list, and medical records retention.

Course Outline:

I.   Personal Decision Making
II.   Academic Planning and Career Development
III.   Technology Skill Applications
IV.   Managing Finances and Budgeting
V.   Saving and Investing
VI.   Banking and Financial Institutions
VII.   Credit and Debt
VIII.   Risk Management and Insurance

Expectations:

● Be on time, prepared & ready to work.
● Meet deadlines: Make appointments for extra work time if necessary.
● Take care of computer hardware and workspace. Clean up after yourself.
● Cell phones must be turned OFF (not silent) & remain out of sight during class.
● Do not bring food, drink &/or candy in the computer lab.
● No computer games or web downloads.
● Students may not at any time tamper with or access another student's files, use another student's username and password, or access any prohibited programs or websites. Doing this is a violation of technology policies and will result in immediate termination of the student's user account and disciplinary action.

Essential Questions to be Explored:

1. How can you determine the opportunity costs of a decision?
2. How can you determine the trade-offs of a decision?
3. What is the best way to solve a problem that doesn't have an obvious answer?
4. Why are appropriate workplace behaviors beneficial to employees?
5. Why are appropriate workplace behaviors beneficial to employers?
6. Why are inappropriate workplace behaviors not beneficial to employees and employers?
7. What are procedures for addressing inappropriate workplace behaviors? What does diversity in the workplace look like?
8. What are my personal areas of interest and aptitudes?
9. How do I complete a four-year high school education plan?
10. What are my individual career options from the 16 National Career Clusters based on my interest and

aptitude assessments?
11. What are specific job descriptions, requirements, salaries, and employment outlooks for individual career options?
12. What is the relationship between educational level and lifetime earnings?
13. How does the relationship between educational level and lifetime earnings affect potential lifestyle?
14. What are the postsecondary educational requirements for your career?
15. How do you apply for admission to college?
16. How do you complete the financial aid process for college?
17. What is the employment process?
18. How is a job search conducted? How do you file out a job application?
19. How do you write a resume?
20. What are interview skills?
21. How do you interview?
22. What are employment forms?
23. How do you complete employment forms?
24. How are self-assessments beneficial in career planning?
25. How do you professionally create and develop business documents?
26. How do you create and format a variety of personal and business related documents?
27. What is an electronic portfolio and why is it important?
28. How is multimedia software used to enhance informational presentations?
29. How does preventive maintenance impact productivity?
30. How do you troubleshoot hardware?
31. How do you troubleshoot software?
32. How do you troubleshoot advanced network systems?
33. Why is it necessary to compress files?
34. How does one compress files?
35. How does one convert files?
36. What is the benefit of importing files?
37. How does one import files?
38. What is the importance of backing up files?
39. How does one create backup files?
40. How does one transfer data among applications?
41. What is an operating system and why is it important to the computer or mobile device?
42. How do you determine which type of operating system best supports your computer or mobile device?
43. How do we use online learning environments for personal and group learning?
44. What are the cultural norms for online personal and community learning?
45. What is a personal learning environment and why do we need one?
46. What is the relationship of technology to cultural, social, economic, environmental, and political factors?
47. What is my relationship with technology?
48. In what ways will technology become increasingly more important in my life?
49. What are the consequences of illegal and unethical use of technology systems and digital content?
50. What do copyright law and policies state?
51. What is a digital footprint?
52. How can a person tell "good" internet information from "bad"?
53. How do you cite digital sources?
54. What are the upsides and downsides of companies Collecting your data online?
55. Why is it important to develop a personal financial plan?
56. How do you determine wants and needs?
57. How do you determine your income earned from sources other than your wages?
58. How do you create and utilize a budget?
59. How do you create and utilize a net worth statement?
60. How do you create and utilize an income expense statement?
61. What payment methods can consumers use for acquiring goods and making major purchases?
62. How do money management and consumer spending skills produce a financially secure individual?

63. Why is it important to begin saving now?
64. How can you determine how long it will take to double your money at a certain interest rate?
65. What strategies should you use to save and invest your money?
66. How do you determine the most appropriate investment tools?
67. What can financial institutions do for you?
68. What are the costs associated with services provided by financial institutions?
69. What are the ways to avoid fees associated with financial services such as overdraft fees and ATM fees?
70. What is the difference between checking and savings accounts?
71. How do you manage a checking account?
72. How do you manage a savings account?
73. How do you balance bank statements?
74. How do you utilize online banking services?
75. How can banks assist you in managing your money?
76. How do you use credit wisely?
77. What does it mean to be credit worthy?
78. How can consumers use credit wisely?
79. How can consumers avoid bankruptcy?
80. What is insurance?
81. Why do we need insurance?
82. Which insurance should you choose?
83. What are the benefits of insurance?
84. What are the risks of not having insurance?
85. How do you protect yourself against risks?
86. How can you reduce the cost of insurance?
87. Create a brochure for teens including the types, costs and benefits of insurance.
88. Your Risk Management Plan
89. What can your family do to be better prepared for storage of financial records and personal documents in the event of a natural disaster?

Culminating Product Examples

- Students could be given a more complicated and involved scenario.
- Workplace Behaviors Presentation
- 4 year plan
- Career Research Presentation
- Portfolio of Career research, selection and corresponding choice of classes to prepare for the future whether it is an apprenticeship program, a 2 year program or college are uploaded to the student's career portfolio in ACPS – Kuder.
- Net income document created utilizing advanced database features of computer software.
- Power Point Presentation – College Admission Applications and Financial Aid Process Completed application uploaded to electronic portfolio
- Employment documents are uploaded to student's career portfolio in ACPS – Kuder
- Electronic Portfolio with resume, and cover letter, sample admission application, financial aid applications, employment applications, student's educational plan, sample of presentations
- Copy of student's State of Alabama Career Readiness Certificate
- Students will prepare a troubleshooting pamphlet for one of the following: hardware, software, or advanced network systems.
- Sign up for a free cloud storage such as Dropbox, www.dropbox.com, or Box at www.box.com to facilitate transfer of files among applications. These cloud storage all have free versions with opportunities to earn more storage space through referral.
- Collect data; create charts and graphs, and present information about the current usage of available operating systems.
- Collaborative Project: Personal Learning Portfolio
- Presentation on Digital Citizenship

- Publish a digital product that communicates curriculum concepts.
- Create a newsletter that includes real life examples of identity theft, fraudulent schemes, unethical sales practices, and exorbitant service fees
- Budget
- Net Worth Statement
- Income Expense Statement
- Students design and market a product or a service. The product or service will include advertising, product research, comparison shopping, tax, and discounts. The product will be designed to meet the needs of a specific age group.
- Students design a brochure on various payment methods.
- (Group, partner, or individual activity) Research an investment option (stocks, bonds, ETFs, mutual funds, real estate, commodities, and CDs) and create a product (poster, written report, Interactive Web 2.0 tool, etc.) that highlights its specific characteristics. When designing the product keep in mind the purpose of the assignment to educate fellow classmates on the most important aspects of your particular investment option. Each product is presented to the class.
- Posters, Blog, Presentation Slide Show, or Display Board
- Brochure: How You Can Manage Your Money Wisely?
- Brochure on "Costs of Credit."
- Create a public service announcement for consumers about the wise use of credit.
- Your Disaster Preparedness Plan

If you are absent, it is <u>YOUR RESPONSIBILITY </u>to find out what you missed and make up the missing work in a timely manner.

<u>Due dates/late work:</u>
All projects have assigned due dates. Please turn in your work on time for full credit. Students may communicate difficulties/emergencies with the teacher as needs arise. Excused absences may have due date extensions, unexcused will not.

<u>Delivery Plan</u>
This course will consist of but not limited to: readings, presentations, discussions, lectures, research, and project based learning.

<u>Grading and Assessment Procedures</u>
Nine weeks grades will be determined by an average of daily grades, tests, and projects.

<u>Grading Scale</u>	**<u>Grade Breakdown</u>**
90 - 100 A	Test - 100 points each
89 - 80 B	Projects - 100-200 points each
79 - 70 C	Classwork - 25 points each
69 - 60 D	Final project - 100 points
59 & Below F	

<u>Embedded numeracy and literacy anchor assignments</u>
Improve the mathematical level (skills), reading, writing, and comprehension level (skills) in a project-based learning environment through technical related activities that fully prepares students for successful transition into a high demand-high wage job in skilled labor in the 21st century workforce.

Numeracy - Personal Budget project - students will use and improve their mathematical skills while setting up a budget based on future income and expenses.

Literacy - Career Research project - students will use and improve their reading, writing, and comprehension skills as they research, write, and present about potential careers.

Supplies Required:
Most classroom supplies such as printing paper and envelopes will be provided. However, we will have frequent worksheets, notes, and tests that will require paper and pen or pencil. Students should have these supplies with them each day, plus some type of notebook or folder to hold worksheets and printed class work. (Requested Class Donations: Hand Sanitizer, and Kleenex)

Computer Fee: $20
This money will be used to purchase paper and ink cartridges for existing printers, maintenance of equipment, and the purchase of additional computers, printers, software, books, and supplies.

Student Organization: FBLA
Students enrolled in this class are eligible to join Future Business Leaders of America. The club meets monthly and dues are $15. Our club has been active in regional, state, and national conventions.

Available Industry Credential(s)
Microsoft Office Specialist
State of Alabama Career Readiness Certificate

Dual enrollment opportunity
ACCS Career & Technical Education (CTE) postsecondary courses are approved as credit-eligible options that satisfy the CTE graduation requirement(s) for the Alabama High School Diploma. Students may apply for scholarships for the program. Click on the link below to see the list of approved courses.

Dual Enrollment opportunities for Business classes include but are not limited to the following:

Principles of Accounting I, Principles of Accounting II, Managerial Accounting, The Legal and Social Environment of Business, Business Statistics I, Principles of Management, Principles of Marketing, Personal Finance, Business Math, Human Relationships, Business Communication, Business Internship I

Click on the link below to see the complete list of approved courses.
https://www.alsde.edu/sec/isvcs/Dual%20Enrollment/2019-2020%20Dual%20Enrollment%20Equivalency%20List.pdf#search=dual%20enrollment