

## Career and Financial Management

This full year course teaches Study Skills and introduces students to the realities of the world of work, and the necessary skills to manage credit and become a responsible consumer. The basics of banking are introduced, including how to write a check, deposit money and reconcile bank statements. An insurance unit deals with auto, health, and life insurance. Students will learn important basic legal concepts and tax preparation skills. In addition, students will use resources such as the Internet, Library and Career Center to work on career searches, resume writing, and job interview skills.

### Supplies Needed for Class:

Bring the following supplies to class with you each day:

- |   |   |
|---|---|
| <input type="checkbox"/> Pen – blue or black ink                              | <input type="checkbox"/> 3-ring loose leaf binder |
| <input type="checkbox"/> Notebook paper (for notes to be kept in your binder) | <input type="checkbox"/> Agenda/Planner           |
| <input type="checkbox"/> Calculator (a basic one)                             |   |

### Attendance:

1. Students should get a drink, go to the lav, & go to their locker before coming to class. BE ON TIME. You will sign the late book each time you are late. Students will lose 2 points for being tardy unless they have a pass. After the 3rd time you are tardy, you will receive detention.
2. If a student is legally absent from class, he/she must make up work within one week of the absence. If a student is illegally absent, no make up work will be given.

### Grades:

The quarterly grade will be determined by:

- |  |   |
|--|---|
| <input type="checkbox"/> Class Participation   | <input type="checkbox"/> Completion of all required assignments |
| <input type="checkbox"/> Notebook organization | <input type="checkbox"/> Attitude & work habits                 |
| <input type="checkbox"/> Tests                 | <input type="checkbox"/> Projects                               |

### Student Responsibilities:

When you have a job, an employer expects you to be working at your starting time, not arriving for work. Please arrive before the bell and complete the procedures below:

1. Cell phones and i-Pods are to be put away and turned off. If you have these out, they will be turned over to administration.
2. When directions are being given, LISTEN.
3. If students attempt to spend their time in class socializing, sleeping, or refusing to work, not only will it be difficult for them to pass the course, disciplinary action will be taken.
5. No food is allowed in the computer lab.
6. The playing of games/music or downloading of games/music will not be tolerated.
7. If you notice anything different about your computer or workstation, please notify me ASAP.