

# CFM COURSE SYLLABUS

## Career and Financial Management

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### Course Description:

The Career & Financial Management course is required for incoming freshmen. The purpose is to provide students with opportunity to learn about the features of our economy, explore a variety of careers, learn the skills and competencies needed for success in the workplace and begin to become financially literate.

### Course Objectives:

Career and Technical Education integrates rigorous academics with relevant career and technical skills, as well as, workplace attitudes and behaviors. The programs include interactive learning activities, mentoring programs, internships and real world experiences. Career and Technical Education courses prepare students to be college and career ready with the needed skills and certifications to ensure they are employable and/or college ready in their specific course of study.

### Units of Study:

Module 1: Career Management CM.1 Career Development CM.2 Options Beyond High School CM.3 The Job Search Process CM.4 Workplace Regulations CM.5 Career Readiness Skills (Transferrable Skills) CM.6 Lifelong Learning CM.7 Leadership and Ethics CM.8 Business Communications & Technological Innovation

Module 2: Financial Management FM.1 Budgeting FM.2 Money Management FM.3 Credit and Loans FM.4 Interest FM.5 Investing FM.6 Consumer Options and Protections FM.7 Insurance FM.8 Taxes

### Method of Instruction:

This course will be taught in a variety of ways including, but not limited to, lecture, lab work, paper writing, class discussions etc.

### Grading Procedure/Policy

<b>Bellwork &amp; Do Now</b> (Notebook)	5%
<b>Daily Work</b> (Project Rubrics, Homework, etc.)	25%
<b>Homework</b> (Notebook & Worksheets)	5%
<b>Formative Assessments</b> (Project Brief Rubrics, Lab Work, Written Assignments, Exit Tickets, etc.)	30%
<b>Summative Assessments</b> (Final Projects/Rubrics/Exams)	35%

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### Classroom Expectations/Consequences

#### Expectations:



#### Classroom Rules

1. Respect the Teacher, Yourself, and Others
2. Follow School Rules (No phones, no food, no hooded sweatshirts)
3. Come to Class Prepared to Learn
4. Respect the Classroom and Equipment
5. If you don't know, ask!
6. Raise your hand to be called on to speak
7. If you're late, get a pass!
8. Be Creative and Have Fun!

#### Classroom Equipment Rules

1. No drinks, or food allowed near computers or electronics.
2. Before you leave, please make sure that your chair is pushed in, and that there is no trash around you.
3. All students have signed a computer usage agreement form at the beginning of the year. Computers and the internet are for educational use only.
4. All equipment is to be used responsibly. Any vandalism or destruction of property may result in an automatic failure and/or removal from class.

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### Classroom Breaks

1. Students are expected to obtain permission to leave the classroom while class is in session.
2. Only one student at a time may be allowed leaving the classroom.
3. Abusing privileges to leave the classroom will result in a loss of privileges.
4. No planner = no leaving class

### Turning In Your Assignments

1. Assignments are due on the scheduled date. Assignments are primarily completed within the class period. Students who are present should be able to complete work at this time.
2. All assignments must be turned in on time. If a student is not able to complete the assignment on time, then they are required to meet with Ms. Freling and explain the situation, and we will find a solution.
3. If you turn in an assignment late, you will receive an additional deduction after I grade the work.

### Discipline Policy

Warning # 1: Non-verbal Warning

Warning # 2: Verbal Warning

Warning # 3: Teacher Student Conference

Warning # 4: Call Parent/ Visit with Principal

### Suggestions for Success

This course is a hands-on course and it will be important for students to take part in all activities. They will also need to focus on learning the procedures and techniques necessary in order to complete all tasks. Some of the keys to success will be for the students to exhibit professionalism, demonstrate excellent work ethic, stay organized, and work efficiently and safely while in the technology room throughout the entire school year.

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**By signing this form, you are acknowledging that you have read over this syllabus with your child in its entirety. In addition, you understand the expectations of this course and will adhere to all rules, procedures, due dates, and guidelines.**

Student: I have read the syllabus. I understand what is expected of me while enrolled in her class.

**Printed Student Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

Guardian/Parent: I have read the syllabus. I understand what is expected of my child while enrolled in her class.

**Printed Parent Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_