



The Kearns Academy of Computer Science

Career Management

Course Syllabus and Classroom Expectations

Teacher: Mrs. Lohanna Sanchez, Rm 212

School Phone: (336) 885-7905 ext. 1660

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Welcome!! I am so excited about this year and all that we will learn together. This syllabus contains valuable information about what is expected for our learning journey. **Parents and students, please review this information together.**

Course Description: This course prepares students to locate, secure, keep, and change careers. Emphasis is placed on self-assessment of characteristics, interests, and values; education and career exploration; evaluation of career information and creation of a career plan. Based on the National Career Development Guidelines, skills learned in this course include, but are not limited to communications, interpersonal skills, problem solving, personal management and teamwork. English language arts are reinforced. Work-based learning strategies appropriate for this course include business/industry field trips, internships, job shadowing, and service learning. Student participation in Career and Technical Student Organization, (CTSO) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences.

Course Modules:

CC45-Career Management
Unit 1: Understand Personal Social Development
Unit 2: Understand Educational Achievement and Lifelong Learning
Unit 3: Understand Career Management

Materials Needed:

➤ 3 Subject Composition Notebook	➤ Headphones/earplugs
➤ Pencil/Pens	➤ Positive Attitude

Rules & Expectations:

1. **Respect Yourself and Others at all times.**
2. Arrive to class on time daily prepared to engage in your learning experience.
3. Absolutely **NO** candy, food, or drinks allowed near the equipment.
4. Cheating will not be tolerated! This will result in a zero for that assignment or test. The administration will also be notified.
5. Students should only use assigned software and go to teacher/school/GCS approved websites as it pertains to the assignment.



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6. Damage to equipment will result in immediate referral to the administration and parent notification for replacement charges due to property destruction.

Consequences/ Discipline Policy:

- 1st Warning. Teacher-Student Conference
- 2nd Removal from class/ Lunch Detention
- 3rd Parent notification/After School Detention
- 4th Parent notification and Office referral

If a student is severely disruptive, he/she will be sent to the office immediately.

Assignments: All assignments are due on time. Please review due dates in Canvas often to ensure you have completed your required assignments for the week.

Late Work:

1-5 days = 10pt penalty each day

5-days or more= Grade F

Missed Worked (Due to Absence): Any work assigned prior to your leave is due 2 days after you return. Any work assigned during your absence is due 3 days after you return. Please check in with the teacher for missing assignments.

Grading Scale:

A	90-100
B	89-80
C	79-70
D	69-60
F	59 -0