





Career & Technical Education (CTE) Intro.

CTE Introduction is a required class designed to help 7th graders *explore various careers*. The activity-based course is taught by three content area teachers (Miss Murray, Mrs. Shelton, and Mr. Rhees (or Mr. King)) and the counselors.

The class is a full year course broken up into trimester sections in each of the technical areas list below. Rotation dates are scheduled for **December 3** and **March 11**.

We will be discussing career **Pathways**. Pathways are organized planned classes for students in junior high and high school to prepare for particular careers.

Business	Family & Consumer Science (FACS)	Technology & Engineering	Guidance Counselors
			
10-key Cashiering Human Resources Personal Finance Economics Marketing Business Technology Computers & Internet Software (Desktop Publishing, Presentations, Spreadsheets, Word Processing)	Independent Living Skills Communication Decision Making Safety & First Aid Family Life Family Types Strengthening Families Nutrition & Food Preparation Clothing & Textiles Child Development	General Technology Safety Communication Technology Manufacturing Technology Construction Technology Transportation Technology Energy & Power Technology	Three Major Concepts: Self-Knowledge Education & Occupation Exploration Career Planning (SEOP)

Business

Miss L. Murray
 limurray@wsd.net
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Business Course Description

- This section will explore various aspects of the business and computer programs. The students will have hands-on experiences with activities geared toward careers in the business and marketing pathway areas.



Student Materials

Students will need:

- ❖ Student planner
- ❖ CTE folder
- ❖ Lined paper
- ❖ Pencil or pen
- ❖ Tie/Scarf (optional)

Class Rules

- SOAR Rules (Safe, On time, Act respectful, and responsible)
- In assigned seat when the bell rings ready to go.
- No food, candy, or drink in the classroom. (Bottled water is an exception.)
- The teacher dismisses the class.

Grading

Grading will be based on assignments, group work and quizzes. Grades are determined from a percentage of the total points calculated.

A = 93-100	B - = 80-82	D+ = 67-69
A- = 90-92	C+ = 77-79	D = 63-66
B+ = 87-89	C = 73-76	D- = 60-62
B = 83-86	C- = 70-72	F = Below 60

Citizenship

Grades are based on punctuality, participation, honesty, cooperation, and respect for others.

Make-up Work

Students will be given a week after an absence (including school excused activities) to complete any missed work. Initiating make-up work for absences is the student's responsibility. It may be done before or after school or remediation if the time allows. No make up work will be allowed for a truant absence. Full credit earned is given to homework turned in on time.

Progress Reports

Grades are posted on the Portal. Please check regularly. (wsdinfo.net)

Equipment Use Agreement

The student is expected to be responsible and exercise good judgment while in the CTE/business room and while using the technology in the classroom or other computer lab. Therefore, the student will:

- Only log on to own computer and not touch another student's computer.
- Do own work.
- Only use the equipment for classroom assignments and projects.
- Keep the computer area and classroom clean.

