

# EMPLOYABILITY SKILLS & FINANCIAL LITERACY – SYLLABUS

Mrs. Axman, Instructor

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Phone: 712-335-4848 High School

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This course is designed to prepare students for the workplace and for their financial futures. Students will explore careers and practice employability skills focused on both job-getting and job-keeping. Financial literacy topics such as financial responsibility, risk management, saving and investing will also be investigated.

## JOB SHADOWING IS REQUIRED AS PART OF THIS COURSE

I understand that a parent or the student is responsible for transportation to and from this job shadowing experience. I understand that the student **MUST** complete the job shadow to earn a passing grade for this course.

\_\_\_\_\_  
*Parent Signature & Date*

\_\_\_\_\_  
*Student Signature & Date*

## GRADING

### GRADING CATEGORIES

Job Shadow	25%
Portfolio	25%
Daily Work/Projects	20%
Quizzes	20%
Attendance	10%

Attendance is a key concern in today's workplace; therefore attendance is part of your grade for this course. You will receive 1 point daily for attendance. If you are not here, you will **not** receive a point. One exception: If you are gone on a **school sponsored** activity, you will still receive a point for that day.

### GRADING SCALE

93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C
67-69%	D+
62-66%	D
60-62%	D-
0-59%	F

### MAJOR DEADLINES

Job Shadow Fall:  
11/7/23

Portfolio Fall:  
12/5/23

Job Shadow Spring:  
3/21/24

Portfolio Spring:  
4/18/24

## CLASSROOM EXPECTATIONS

**P REPARED** Be Prepared: Have all class materials and work completed at the start of each class period.

**A CCOUNTABLE** Be on Time: Sitting in your seat, ready to learn, when the tardy bell rings.  
Be on Task: Use your class time wisely to complete all assignments and class activities.

**C ONSIDERATE** Be Respectful: Treat all teachers, students, class visitors and equipment with respect.

## LATE WORK POLICY

If you are unable to turn in an assignment on its due date, you must complete a **MISSING ASSIGNMENT FORM**. In general, late work will be accepted according to the following:

- 10% reduced credit - **only** if the form was completed on the actual due date
- 50% reduced credit - if **no form** was completed on the original due date

## HANDING IN HOMEWORK

- Paper Copies – turn into the red flower box
- Digital Copies – place in your class folder on google drive or submitted through google classroom as required by Mrs. Axman

## COURSE STANDARDS & BENCHMARKS

**PAC CTE STANDARD:** Students will learn competency-based education, which contributes to the individual's academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, and occupational-specific skills.

### IOWA CORE CURRICULUM EMPLOYABILITY STANDARDS:

1. Communicate and work productively with others, incorporating different perspectives and cross cultural understanding, to increase innovation and the quality of work.
2. Adapt to various roles and responsibilities and work flexibly in climates of ambiguity and changing priorities.
3. Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals.
4. Demonstrate initiative and self-direction through high achievement and lifelong learning while exploring the ways individual talents and skills can be used for productive outcomes in personal and professional life.
5. Demonstrate productivity and accountability by meeting high expectations.

### IOWA CORE CURRICULUM FINANCIAL LITERACY STANDARDS:

1. Demonstrate financial responsibility and planning skills to achieve financial goals for a lifetime of financial health.
2. Manage money effectively by developing spending plans and selecting appropriate financial instruments to maintain positive cash flow.
3. Make informed and responsible decisions about incurring and repaying debt to remain both creditworthy and financially secure.
4. Evaluate and identify appropriate risk management options, including types of insurance, non-insurance, and identity protection
5. Assess the value, features, and planning processes associated with savings, investing, and asset building, and apply this knowledge to achieve long-term financial security with personal and entrepreneurial goals in a global market.
6. Understand human, cultural, and societal issues related to financial literacy, and practice legal and ethical behavior.

### IOWA BUSINESS EDUCATION STANDARDS:

1. Communication Skills (BUS2): Understands the concepts, strategies, and systems used to obtain and convey ideas and information.
2. Professional Development (BUS12): Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career.
3. Financial Analysis (BUS7): Understands tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.
4. Emotional Intelligence (BUS5): Understands techniques, strategies, and systems used to foster self-understanding and enhance relationships with others.

***Please make sure you have a set of headphones or earbuds for this course.***

***The instructor reserves the right to change, delete, or modify the above information.***