



## CTE Classes

Mrs. Dougher

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Resources: Odysseyware learning platform, Remind.com, Microsoft Teams Virtual Classroom

**Conference Period:** 7<sup>th</sup> (2:46pm – 3:36pm)

**Tutoring Opportunities:** 7:45am – 8:20am, 2:46pm – 3:36pm

\*additional times available by appointment

### Class Materials:

- The Odysseyware learning platform  
<https://emsisd.owschools.com/>  
Logon ID: Student ID #  
Default PW: 1st letter first name, capitalized + 1st letter of last name + 8-digit birthdate  
Example: For Susie Student, logon would be Ss07231999 (birthdate July 23, 1999)
- Computer
- Notes from lessons
- Pencils

Access to Canvas and Office365 tools is available to students through our Single Sign-on Portal (SSO). Students receive their SSO login during enrollment.

### Course Description:

Depending on the CTE course, high school students will learn topics designed to help them prepare for success in making financial decisions throughout their lives. Topics in the course address the advantages of goal setting, career skills such as Microsoft 365 applications, creating resumes, making sound life and financial decisions in both the short and long term, income planning, money management, and consumer rights and responsibilities.

### Course Goals:

Students who complete this course successfully will be able to:

- Discuss types of business ownership and market structures.
- Discover concepts of personal financial literacy.
- Apply critical-thinking skills using Microsoft 365 software and submitting assignments using it.
- Analyze various types of businesses, management, staffing and HR policies.

A complete list of goals is listed on the opening page of each course assigned.

### Student Evaluation:

The grading system for this course is as follows:

- Updated grades can be accessed through the student log-in in OdysseyWare and/or CANVAS.
- Manual progress reports will be mailed home every six weeks.
- We will follow the guidelines outlined in the District Grading and Reporting Handbook to ensure all students have the opportunity to be successful in their coursework.

### Assignments, exams, expectations outside of the classroom:

Students will be required to read (and respond when applicable) to all teacher communications. Students will be

expected to be logged on and working during regular school hours to be counted present for attendance. Students must work a minimum of 240 minutes per day to meet their daily progress goals.

**Attendance/Tardy Policy/Make-Up Work:**

Communicate with teacher. District guidelines are found in the Student Handbook.

**Classroom Expectations:**

To be successful in class, two-way communication is vital. Following instructions, asking for assistance,

- Be Respectful – Treat others the same way you would want to be treated
- Be Prepared – Have all your school supplies ready each day
- Stay on Task – Work on Government
- Appropriate Use of Technology

**Preliminary Schedule of Topics, Readings, and Assignments**

- Communication Skills
- The Business Organization
- Technology
- Economics in Business
- Marketing, Markets, Sales and Consumers
- Microsoft 365 Software

**Academic Integrity:**

Academic integrity values the work of individuals regardless if it is another student’s work, a researcher, or author. The pursuit of learning requires each student to be responsible for his or her academic work. Academic dishonesty is not tolerated in our schools. Academic dishonesty includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and considers written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. The teacher and campus administrator shall jointly determine such action.