

Career, Finance, & Technology (CFT) Class ONLINE

Teacher: Mrs. Chang

E-mail: chang_s@auhsd.us

Website: <http://www.mrschang.com/>

Cypress High School – Room 109

Conference: none

Phone: (714) 220-4144

Ext. 28109

Welcome students and parents to our CFT class ONLINE. This semester elective course will be fun, challenging, and rewarding for students. To learn in a positive environment, basic rules and procedures are necessary. Please read, sign, and turn in on Schoology. Also, feel free to keep a copy of this document for yourself.

A digital copy can be found at: <http://www.mrschang.com/cft/>

Class Summary

In this class, students will be introduced to concepts in the areas of career, finance, and technology. The students will learn how the computer operates, become familiar with basic computer vocabulary, develop extensive keyboard skills, and learn basic concepts in the areas of career and finance. They will be using computer programs to create, edit and produce their assignments and projects. Learning will occur by applying technology skills to such items as: creating a basic resume, introduction to digital graphics and financial literacy and career planning and exploration.

This class meets one semester of the following:

- A - G** (CSU & UC graduation requirement)
- Digital Literacy** (graduation requirement)
- Elective Class** (graduation requirement)

What Students Will Learn

- History and influence of technology in society
- Basic financial literacy
- Basic career planning and exploration
- Introduction to entrepreneurship
- Basic graphic design concepts, principles, and techniques
- How to create and design:
 - Layouts
 - Logos
 - Resumes
 - Flyers

Student Responsibilities for ONLINE Learning

1. **Students are to inform parents/guardians of their progress in class *monthly*.** Students are to write the daily agenda in their ONLINE CLASSROOM PLANNER.
<http://www.mrschang.com/calendar/>
 - a. **Parents, please speak with your child first** about missing work and progress in the class before contacting the teacher. **If you need clarification after the explanation,** then please contact me chang_s@auhsd.us Thank you.
 - b. Opening the line of communication between all 3 parties (child, parent, and teacher) is greatly encouraged as it will make sure all everyone is aware of the same question/concern.
2. Students who use Graphic Comm class-time for other “ventures” will lose **regrade & late grade** privileges for the semester. **This is your warning.**
 - a. **Students should notify parents when your privileges are lost immediately. Aeries will also update with a comment under the Character Grade section.**

_____ parent initials _____ student initials
3. Students **should not take pictures or record videos** of other students.
4. Students are to follow the AUHSD’s policies for computer and Internet use.
5. Students are required to show themselves on camera for roll taking purposes.
6. Students are responsible for saving and making backup copies of their work.
7. Students are to submit their work in the proper format (.JPG .DOC .PDF .PSD) based on the assignment/project requirement.
8. Students are to abide by all behavior, dress code, & responsibilities listed in the student handbook for Cypress High School.

Failure to follow the rules and procedures may result in:

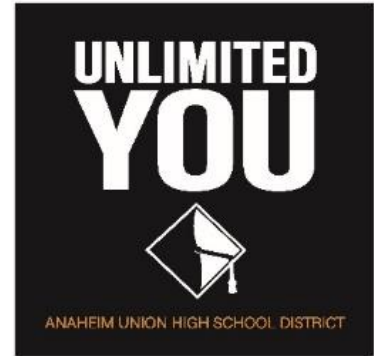
- loss of regrade AND late grade privileges
- lowering of project or class grade
- removal from the online class
- lower of your Character Grade
- referral to admin for further disciplinary actions



AUHSD 5 C's

Creativity
 Collaboration
 Critical thinking
 Communication

Character



For ONLINE learning, a student's Character is the most important out of all the 5 C's. A student's honesty, integrity, kindness, & cooperation are necessary for online learning to go smoothly. Hence the Character element will be worth ~20% of this semester's grade.

Grades

Grades will be based on a point system. All work will have a point value for completion – projects has more points than assignments and participation.

The more completed work you turn in = the more points you get = higher grade.

Activities (Approx %)	Grading Scale
Participation & Critiques ~20%	100% or higher = A
Tests & Quizzes ~20%	79% - 70% = C+,C, C-
Daily Work/Assignments ~20%	99% - 90% = A, A-
Character (of 5 C's) ~20%	69% - 60% = D+,D,D-
Projects ~20%	89% - 80% = B+,B, B-
Total 100%	59% or less = F
	A+ will be given to students who earned 99% or higher & received an A on the semester final & demonstrated excellent Character throughout the semester.

_____ parent initials _____ student initials

Online Grading Policy

- 1) Any online Assignments/Projects **that is TURNED IN 1 week late will receive a MAXIMUM of 50%, assuming everything is correct.** (If you turn something in late, please email chang_s@auhsd.us to document you were aware you turned it in late. Otherwise, your late assignment/project will NOT be graded.)
- 2) Online Discussions **will not be accepted late.** You must submit your response before the discussion locks. Once locked you score “0” points for that discussion.
- 3) Only work turned into SCHOOLGY will count towards points. **DO NOT email or text** your finished work. All work must be documented for legal purposes on Schoology.
- 4) If you turn something in on-time & you feel you want a higher grade, you can get **5 re-grades** in this CFT class **by emailing me & requesting for a re-grade.** **Any re-grades not used becomes extra credit at the end of the semester.**

Absences and Make-Up Exam/Work (school policies)

The class follows the same absence and make-up policy as Cypress High School. For online learning, **attendance is based on checking in online every school day and answering the daily check-in question.**

What You Will Do if You Have Questions or Problems about CFT?

- Talk to Mrs. Chang. Asking questions solves a lot of problems and lessens frustrations.
- E-mail Mrs. Chang at: chang_s@auhsd.us
- Phone: **714-220-4144 Ext. 28109**
- Contact me using **Remind Text.**
- Come to **Room 109 during lunch or after-school to ask for help. (I do not have a conference OR C&C period this school year)**

Please fill out and sign below stating that you have read the above curriculum letter. If you have any questions, please let Mrs. Chang know as soon as possible.

Student (printed name)

Parent(s) (printed name)

Student Signature

Parent(s) Signature

Period #

Date