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Global Financial Citizenship

# Course Overview

# Managing your personal finance is a role we must all learn; this course focuses on your role as a citizen, student, family member, and consumer and active participant in the business world. This course will inform you of various financial responsibilities and provide you with opportunities for self-awareness, expression, and satisfaction in a highly technical and competitive society. By enhancing your financial security, you will better understand your own wants, need, and values, and how these affect personal financial decisions. Throughout this course you will develop skills that will enable you to make wise decisions that will help your financial future and make you a more effective consumer. A variety of hands on activities, projects, and interactive internet sources will be used to enhance your learning and allow you to create and apply what you have learned. Text, reading material and worksheets are s supplied in class.

# GFC Mission

Our program’s mission is to provide all students with the **Technical, Academic and Employability skills** necessary to excel in a global market.

# Textbook

Student textbooks will be utilized only during class. There will be a class set only. However, there will be booklets and other resources that will be the students to keep.

# Course Materials

Each student is expected to come to class prepared each day ready to learn and bring with him/her the necessary tools to accomplish their learning experience. Materials should include: notebook, pencils, pen and student I.D. Students will not be permitted to leave class should they not bring their materials with them.

# WM P.R.I.D.E. (Class Rules)

Prepared, Respectful, Involved, Determined, Enthusiastic will be the outline of our class rules. Also, our Career Readiness Grade is linked to these characteristics. We will go over these rules in detail. However, the following are examples of what PRIDE looks like in this classroom.

* **Prepared**- Having material ready when you walk into the classroom, having ID’s on and visible, dressed appropriately, etc.
* **Respectful**- Responding to an authority figure (teacher or supervisor/boss) when you disagree or upset about something, putting your phone away and unplugging, stop what you are doing and listen when someone is talking, giving eye contact in a conversation.
* **Involved**- Giving your best effort and engage in what the class, business or team is working on. Do your part to make the team efficient and allow others to contribute too!
* **Determined**- When things go wrong, you face a challenge, or there is conflict, you DON’T GIVE UP! Trust each other and rise to the challenge!!!
* **Enthusiastic**- Bring energy and positive attitude to everything you do!!! Be the positive leader in your company or team!

# Resources

Students will utilize Office 365 and is expected to learn the features of this suite of Microsoft products (email, storage, word, excel, etc.). Schoology will be utilized to turn in papers, projects and take tests/exams. A computer will be available during class and you are expected to use it rather than your phone. However, you can download the Schoology app to your smart phone. Students need to communicate any issues of internet availability to Mr. Taylor so a solution can be put into place.

**Grading:**

**Assessments**

All assignments and tasks are assessed in this class as it is a Career & Technical Education course where our main learning objective is to become employable and career ready.  Therefore, the assessment grade will be based upon the individual student’s work ethic and their productivity in the class.

**Career Readiness (50%)**

The Career Readiness grade will include, but not limited to:

* Communication
* appropriate language
* cooperation
* Dress Attire
* Attendance
* Work Ethic
* PRIDE matrix
* Certifications attained

**Productivity (50%)**

The Productivity grade will include, but not limited to:

* Tests
* Quizzes
* Projects
* Class work
* Semester End Review

In today’s workforce, employees are “graded” through an annual review at the end of the year to determine whether they have met their goals, followed company expectations/guidelines, have a strong work ethic and good attendance. Through this review, employees have a potential to be promoted, earn a raise and receive a monetary bonus!

“We are what we repeatedly do.  Excellence then is not an act, but a habit.” – Aristotle

We strive to support the excellence of our CTE students by teaching and preparing them for their future careers.  Therefore, a Semester End Review will be conducted with each student to determine whether or not a bonus is warranted. Obviously a monetary bonus isn’t possible in the classroom, however being a respectable “employee” definitely has its perks in our WMHS CTE courses.

Students may be eligible for both bonus’ should they meet the criteria below.

**1st Semester- Grade Raise based on review (+5%)**

In order to be eligible for this raise, the below criteria will be strictly followed:

* 5 or less absences per semester
* 3 or less tardies per semester
* 2 or less passes per semester
* Portrayed excellent work ethic and attitude throughout the semester in accordance with the classroom rules & PRIDE matrix. This will be evaluated by observational assessment and reviewing the weekly Career Readiness grades.

**2nd Semester- Alternative Final Exam**

In order to be eligible for this alternative, informal exam, the below criteria will be strictly followed:

* Have certified in at least Excel

-AND/OR-

* A- average for the semester
* 5 or less absences per semester
* 3 or less tardies per semester
* 2 or less passes per semester
* Portrayed excellent work ethic and attitude throughout the semester in accordance with the classroom rules & PRIDE matrix. This will be evaluated by observational assessment and reviewing the weekly Career Readiness grades.

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| WCS Grading Scale*The following grading policy has been developed based on newly adopted Warren Consolidated Schools Grading Policy changes.*Semester Grades*40 % of Quarter 1 + 40% of Quarter 2 + 20 % of Final Exam = Final Semester Course Grade* |
| 98-100% = A+ 93-97% = 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+ 63-66% = D 60-62% = D- | No credit earned:50-59% = E 0- 49% = F |

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# Assignment/Test/Homework Policy

All assignments, whether they are in-class, homework, papers etc., are to be completed in high academic fashion. I expect assignments in on time and presentable. Students are expected to make the deadlines for an assignment/test. If you forget and the assignment/test closes on Schoology, it will not be reopened and you will receive a Zero. You must utilize technology to assist in reminders, but you are expected to organize your schedule to complete the tasks/assignments by the due date. Assignments are given a due date that you have reasonable amount of time and flexibility to complete. The goal is to teach you to manage your time. Smart phones have the ability to set reminders, add events to calendars, and many apps available to help manage your time. I will assist in getting you set up, but you are responsible for using the technology consistently!

* **LATE WORK IS UNACCEPTABLE**
* If absent, the student has the **same number** of days to make up the missed work. If you miss a test or assignment it is your responsibility to get the work and take the test, ask me before class starts.
* Students and parents may also check the school website for the weekly assignments at check staff and my name and the lesson plan appears.
* Remember that your grade is your RESPONSIBILITY. Students that do not make up work or test are given F (Zero/Missing) and will be indicated in PowerSchool.
* **I am here for extra help just make an after school appointment.**

# Technology Policy

The district’s Technology Policy is strictly followed in this classroom. Please be aware of the policy you can find the policy on the school website. That includes accessing other student’s drives, copying, changing the wall paper, using another student’s password, playing games and accessing unauthorized web sites. The District’s Policy strictly states, **“Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them”**. Remember the District has complete access to your drive as this is a public network. Cell phones, IPODS, and other electronic devices are not permitted in the classroom, they will be confiscated. The District Policy will be followed strictly. YOUR PRIVALEGES WILL BE TAKEN AWAY IF YOU VIOLATE THE POLICIES!

# Warren Mott Property

There is to be absolutely no tampering or fooling around with the computer hardware or software (i.e. mouse, flash drive, downloading screen savers, etc). This includes, but not limited to, changing the background, downloading files/software without permission, changing settings to “mess with” other users. You may be suspended from school should you engage in this type of behavior.

# Attendance

Attendance will be included in the Career Readiness Grade. When you are absent you/your parent must call your house office. In addition, THE STUDENT must email me from your WCS student email prior to the start of class following the proper email etiquette. Communication in the workforce is essential. This policy is designed to implement proper behavior and instill good habits. This policy will be strictly followed. Failure to comply will negatively impact your grade.

YOU HAVE THE SAME NUMBER OF DAYS YOU ARE ABSENT TO MAKE UP ANY MISSING ASSIGNMENTS OR TESTS not on Schoology! If on assignment/test is on Schoology, you are expected to meet the deadlines even when absent. Assignments/Tests are given a date range for you to complete and being absent doesn’t mean that you don’t have access or ability to complete and submit in Schoology. Your **ABSENCE MUST BE VERIFIED** **BY A PARENT/GUARDIAN** to earn credit on any assignment or test!

# Class Entry/Exit & Hall Passes:

All students must enter the class and find their assigned seat before the bell sounds. If you come in late you will be marked tardy. No one may leave the room or linger by the door until the bell sounds. You must be in your seat before you will be dismissed from class. You will be given **two (2) bathroom passes per semester**. No Passes will be given while a substitute teacher is in the classroom.

# Additional Information

Please feel free to communicate with me with any questions or concerns. Parents, please utilize email as I bounce between two classrooms. If you would like me to call you, please note that in the email!

# Course Segments

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|  | I. | [ACADEMIC FOUNDATIONS](http://ctenavigator.org/programs/level1/3257)  |
|   |  | A. | [Demonstrate language arts knowledge and skills required to pursue the full range of post-secondary education and career opportunities.](http://ctenavigator.org/programs/level2/11673)  |
|   |  | B. | [Solve mathematical problems and use the information to make business decisions and enhance business management duties.](http://ctenavigator.org/programs/level2/11674)  |
|   |  | C. | [Demonstrate science knowledge and skills required to pursue the full range of post-secondary and career education opportunities.](http://ctenavigator.org/programs/level2/11675)  |
|   |  | D. | [Examine and employ business and economic principles and concepts in making informed business decisions to continue business operations.](http://ctenavigator.org/programs/level2/11676)  |
|  | II. | [COMMUNICATIONS](http://ctenavigator.org/programs/level1/3258)  |
|   |  | A. | [Develop and interpret tables, charts, and figures to support written and oral communications.](http://ctenavigator.org/programs/level2/11677)  |
|   |  | B. | [Apply active listening skills to obtain and clarify information.](http://ctenavigator.org/programs/level2/11678)  |
|   |  | C. | [Listen to and speak with diverse individuals to enhance communication skills.](http://ctenavigator.org/programs/level2/11679)  |
|   |  | D. | [Exhibit public relations skills to increase internal and external customer/client satisfaction.](http://ctenavigator.org/programs/level2/11680)  |
|  | III. | [PROBLEM-SOLVING AND CRITICAL THINKING](http://ctenavigator.org/programs/level1/3259)  |
|   |  | A. | [Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.](http://ctenavigator.org/programs/level2/11681)  |
|  | IV. | [INFORMATION TECHNOLOGY APPLICATIONS](http://ctenavigator.org/programs/level1/3260)  |
|   |  | A. | [Use Personal Information Management (PIM) applications to increase workplace efficiency.](http://ctenavigator.org/programs/level2/11682)  |
|   |  | B. | [Employ technological tools to expedite workflow.](http://ctenavigator.org/programs/level2/11683)  |
|   |  | C. | [Demonstrate Digital Citizenship](http://ctenavigator.org/programs/level2/11684)  |
|  | V. | [SYSTEMS](http://ctenavigator.org/programs/level1/3261)  |
|   |  | A. | [Describe the nature and types of business organizations to build an understanding of the scope of organizations.](http://ctenavigator.org/programs/level2/11685)  |
|   |  | B. | [Implement quality control systems and practices to ensure quality products and services.](http://ctenavigator.org/programs/level2/11686)  |
|   |  | C. | [Identify new ideas, opportunities, and methods to create or start a new project or venture.](http://ctenavigator.org/programs/level2/11687)  |
|   |  | D. | [Analyze accounting systems' contribution to the fiscal stability of a business.](http://ctenavigator.org/programs/level2/11688)  |
|   |  | E. | [Understand tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.](http://ctenavigator.org/programs/level2/11689)  |
|   |  | F. | [Understand the methods that businesses use to recruit, train and develop human resources.](http://ctenavigator.org/programs/level2/11690)  |
|  | VI. | [SAFETY, HEALTH AND ENVIRONMENTAL](http://ctenavigator.org/programs/level1/3262)  |
|   |  | A. | [Implement personal and jobsite safety rules and regulations to maintain safe and healthful working conditions and environments.](http://ctenavigator.org/programs/level2/11691)  |
|   |  | B. | [Complete work tasks in accordance with employee rights and responsibilities and employers obligations to maintain workplace safety and health.](http://ctenavigator.org/programs/level2/11692)  |
|   |  | C. | [Employ emergency procedures as necessary to provide aid in workplace accidents.](http://ctenavigator.org/programs/level2/11693)  |
|   |  | D. | [Employ knowledge of response techniques to create a disaster and/or emergency response plan.](http://ctenavigator.org/programs/level2/11694)  |
|   |  | E. | [Implement safety, health, and environmental controls to enhance business productivity.](http://ctenavigator.org/programs/level2/11695)  |
|  | VII. | [LEADERSHIP AND TEAMWORK](http://ctenavigator.org/programs/level1/3263)  |
|   |  | A. | [Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.](http://ctenavigator.org/programs/level2/11696)  |
|  | VIII. | [ETHICS AND LEGAL RESPONSIBILITIES](http://ctenavigator.org/programs/level1/3264)  |
|   |  | A. | [Know and understand the importance of professional ethics and legal responsibilities.](http://ctenavigator.org/programs/level2/11697)  |
|   |  | B. | [Describe business's responsibility to know and abide by laws and regulations that affect business operations.](http://ctenavigator.org/programs/level2/11698)  |
|  | IX. | [EMPLOYABILITY AND CAREER DEVELOPMENT](http://ctenavigator.org/programs/level1/3265)  |
|   |  | A. | [Know and understand the importance of employability skills.](http://ctenavigator.org/programs/level2/11699)  |
|   |  | B. | [Explore, plan, and effectively manage careers.](http://ctenavigator.org/programs/level2/11700)  |
|   |  | C. | [Demonstrate skills related to seeking and applying for employment to find and obtain a desired job.](http://ctenavigator.org/programs/level2/11701)  |
|   |  | D. | [Explore, obtain, and develop strategies for ensuring a successful business career.](http://ctenavigator.org/programs/level2/11702)  |
|  | X. | [TECHNICAL SKILLS](http://ctenavigator.org/programs/level1/3266)  |
|   |  | A. | [Employ information management techniques and strategies in the workplace to assist in decision-making.](http://ctenavigator.org/programs/level2/11703)  |
|   |  | B. | [Employ planning and time management skills and tools to enhance results and complete work tasks.](http://ctenavigator.org/programs/level2/11704)  |
|   |  | C. | [Access, process, maintain, evaluate, and disseminate information to assist in business decision-making.](http://ctenavigator.org/programs/level2/11705)  |
|   |  | D. | [Establish, maintain, control, and plan the use of financial resources to protect solvency.](http://ctenavigator.org/programs/level2/11706)  |
|   |  | E. | [Employ tools and strategies to influence, plan, control, and organize an organization/department.](http://ctenavigator.org/programs/level2/11707)  |
|   |  | F. | [Identify, understand and implement processes and systems used to monitor, plan, and control day-to-day business activities.](http://ctenavigator.org/programs/level2/11708)  |
|   |  | G. | [Create, communicate, and deliver value to customers while managing customer relationships.](http://ctenavigator.org/programs/level2/11709)  |
|   |  | H. | [Employ systems, strategies, and techniques used to collect, organize, analyze, and share information in an organization.](http://ctenavigator.org/programs/level2/11710)  |
|   |  | I. | [Plan, implement, monitor, and evaluate business projects.](http://ctenavigator.org/programs/level2/11711)  |
|   |  | J. | [Implement, monitor and evaluate quality standards in order to ensure high quality.](http://ctenavigator.org/programs/level2/11712)  |
|   |  | K. | [Examine and employ risk management strategies and techniques in order to minimize potential business loss.](http://ctenavigator.org/programs/level2/11713)  |
|   |  | L. | [Organization and Human Resources](http://ctenavigator.org/programs/level2/11714)  |
|   |  | M. | [Operational Aspects of Management](http://ctenavigator.org/programs/level2/11715)  |
|   |  | N. | [Functional Aspects of Management](http://ctenavigator.org/programs/level2/11716)  |
|   |  | O. | [International Management and Contemporary Issues](http://ctenavigator.org/programs/level2/11717)  |
|  | XI. | [GENERAL MANAGEMENT PATHWAY](http://ctenavigator.org/programs/level1/3267)  |
|   |  | A. | [Describe management's responsibility to know and abide by laws and regulations that affect business operations and transactions.](http://ctenavigator.org/programs/level2/11718)  |
|   |  | B. | [Obtain and convey ideas and information to impact business decisions and report on organizational activities.](http://ctenavigator.org/programs/level2/11719)  |
|   |  | C. | [Apply economic concepts fundamental to global business operations.](http://ctenavigator.org/programs/level2/11720)  |
|   |  | D. | [Employ and manage techniques, strategies, and systems used by management to foster self-understanding and enhance business relationships.](http://ctenavigator.org/programs/level2/11721)  |
|   |  | E. | [Maintain, monitor, plan, and control the use of financial resources to protect a business's fiscal well-being.](http://ctenavigator.org/programs/level2/11722)  |
|   |  | F. | [Plan, monitor, and control day-to-day business functions to ensure continued business operations.](http://ctenavigator.org/programs/level2/11723)  |
|   |  | G. | [Plan, organize, and control an organization/department to optimize overall business success.](http://ctenavigator.org/programs/level2/11724)  |
|   |  | H. | [Implement strategic plans to manage business growth, profit, and goals.](http://ctenavigator.org/programs/level2/11725) |

Global Financial Citizenship Course Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print student name) understand that in order to do well in Global Financial Citizenship will take a commitment on my part to be successful. I have reviewed and agree to the above terms in the syllabus.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student signature) Date: \_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parents please print your name) have received and read the entire packet of course expectations for Global Financial Citizenship and will commit to monitoring of my son’s/daughter’s progress via Parent Portal and communicating with the teacher regarding any questions or concerns. (Please realize that concerns should be brought to the attention of the teacher as soon as possible so they may be addressed, do not wait until the end of term or after a term when grades have been finalized.)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent signature) Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Advisory Board Volunteers Needed!**

I am looking for parents/guardians and people of “industry” to serve on my advisory board that will assist me by evaluating and advising to make sure our programs reflect the current workforce. This would include a 1-2 meetings (fall and spring) to share/advise this program. Also, I may reach out to you via email or phone calls throughout the year. These meetings are required of me by the State of Michigan. I know that your schedules are busy, and assure you that my 3 young children keep me grounded and focused on the important things in our lives. I promise that I will respect your time and do my best to make this a great experience for all volunteers! Even if you can only make one meeting (will be after school or evening), your effort is greatly appreciated. If possible, I may try to include a virtual meeting.

If you are willing to assist myself and the students in this program, please fill out the information below.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title (i.e. supervisor, accountant, owner, service rep, etc):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred time to meet (please indicate range):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_