

Diversified Career Technology Program

Diversified Career Technology Principles 8303010
Diversified Career Technology Applications 8303020
Diversified Career Technology Management 8303030
DCT/OJT 8300410

Lab Fee

\$30

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These courses are designed to enable students to demonstrate employability skills; environmental, health & safety, professional, legal and ethical responsibilities; financial skills, leadership skills, communication skills; human resources and labor skills; America's economic principles; entrepreneurship principles; relate planning methods to life/career goals and use of industry/technology principles in life and in the workplace.

There will be various assignments associated with these courses. Some of the assignments are projects using various applications that may be lengthy in nature and **will** require work outside of the classroom. A notebook will be kept by each student and should be brought to class each day. Students will be asked to participate in discussions and work on teams to complete projects. Work ethics and communication skills will be practiced on a daily basis. Membership in a class club is required and will have service opportunities and social activities.

Objectives:

- Practice quality performance in the learning environment and the workplace
- Incorporate business techniques to enhance workplace performance
- Apply knowledge of information systems and use technology to enhance communication skills
- Learn financial planning strategies for situations in life and in the workplace
- Perform workplace function in an appropriate manner
- Explore career planning and opportunities for employment
- Maintain time cards and monthly evaluations (OJT)

Evaluation:

Grades will be derived from tests, quizzes, daily class assignments, presentations and projects. **OJT students** will be graded based on their attendance, work performance and their employer evaluations.

Focus Parent Portal: Tests/Projects=50%, Class Assignments=30% and Participation=20% of the student's nine weeks grade. GBHS has 24/7 access to student's grades, performance, and attendance via our Focus Parent Portal which is accessed via our school website (<http://www.gulfbreezehighschool.com/>). If you have technical difficulties, contact Angel Humphrey at 850-916-4129.

Classroom Policies:

- ❖ Students are expected to be in their assignment seat with all required materials and supplies each day and ready to work when the tardy bell rings
- ❖ When using the computer, log on with your own name and password; do not give your password to anyone else. No downloading or changing any of the computer settings is allowed.
- ❖ No gum, food, or drink is permitted in the classroom. It is a lab with expensive equipment.
- ❖ Students are to remain seated until the instructor dismisses class. The bell does not dismiss the class.
- ❖ Students are responsible for all makeup work. Announced assignments/tests/quizzes/projects are due as scheduled.