

## College and Career Readiness 2018-2019 Ms. Downey

**Course Overview:** This course is offered as an elective for seniors for the purpose of giving students the tools to transition them in their chosen direction after high school. The skills taught in this course are imperative to ensuring that each and every student who graduates has a clear understanding of how to succeed and thrive in college, at work or both. Students will engage in written case studies, research papers, portfolio development, presentation and speaking activities, business writing and telephone skills, as well as webinars, field trips and interactions with guest speakers in a variety of post-secondary fields. Topics to be covered (not necessarily in this exact order):

### Career Development Process

1. Identify interests, aptitudes, values and lifestyle-assessment tests
2. Goal setting-activity
3. Career researching and job lead resources-research paper
4. Interviewing Skills (PCF Approach; Preparation, Communication, and Follow-up)-role play
5. Writing resume, letter of application and reference sheet; follow-up letters-portfolio creation
6. Gaining & maintaining employment-case studies
7. Business correspondence-writing on the job skills' practice activities
8. Career transitioning and steps to take-case studies and activities

### Post-Secondary Preparation

- The College Selection Process: Identifying major interests and campus preferences
- The College Application Process
- Understanding Financial Aid options and responsibilities/deadlines
- Testing Programs: ACT, SAT, and the ASVAB
- Application process-practice written application forms
- Post-secondary options and exploration-research papers
- College visits & admission representative visits: College Caravan and College Fairs

### Social Behaviors & Ethic Studies

- Multi-Cultural Awareness-case studies
- Social Media Etiquette-case studies
- Soft-Skills/21st Century Skills-demonstrations and case studies
- Business communication and presentation skills-speaking presentations
- Legal issues for college and the workplace –case studies
- Guest speakers from human resource departments-Q & A sessions

### The Career Portfolio will have the following sections:

1. Cover Page (Student Name & Goal Statement)
2. Introductory Summary of Student interests, aptitudes, strengths, goals and aspirations
3. Resume and Reference Sheet
4. Letters of Recommendation
5. Honors & Awards

6. Certificates of Training and Workshops
7. Evaluations
8. Report Card and Interim Reports
9. Employability Profile
10. Research Papers & Case Studies Writing Samples
11. Presentation Projects and Technology Sample Work

### **Financial Literacy**

1. How to be an independent adult consumer
2. Money management and skills
3. Paying and completing taxes
4. Insurance and Risk Management

### **Curriculum Materials**

Jump Start Curriculum

Practical Money Skills

The Griffith Foundation

Understanding Taxes

College Readiness Workbook

Strategic Plan for College Readiness: Get Focused Stay Focused

### **Materials**

1.5 Inch Binder
Loose Leaf Paper
Pen/Pencil
Chromebook and Changer