Ms. Daily

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CNHS Business Department



1400 25th St. Columbus, IN 47201

(812) 376-4431 x2422

Preparing for College and Careers (5394)

Course Syllabus

**COURSE DESCRIPTION**:

***Preparing for College and Careers*** addresses the knowledge, skills, and behaviors all students need to be prepared for success in college, career, and life. The focus of the course is the impact of today’s choices on tomorrow’s possibilities. Topics to be addressed include twenty-first century life and career skills; higher order thinking, communication, leadership, and management processes; exploration of personal aptitudes, interests, values, and goals; examining multiple life roles and responsibilities as individuals and family members; planning and building employability skills; transferring school skills to life and work; and managing personal resources. This course includes reviewing career clusters and Indiana's College and Career Pathways, in-depth investigation of one or more pathways, reviewing graduation plans, developing career plans, and developing personal and career portfolios. A project based approach, including computer and technology applications, cooperative ventures between school and community, simulations, and real life experiences may be offered.

**COURSE OBJECTIVES:**

* Students will evaluate personal characteristics to develop and refine a personal profile.
* Students will investigate one or more Career Clusters and Indiana’s College and Career Pathways, based on individual interests, to further define career goals.
* Students will analyze college and other postsecondary options to know what educational opportunities are available after high school.
* Students will apply higher order thinking and problem solving processes to make decisions about education, life and career.
* Students will create flexible plans of action for achieving personal goals through secondary education, college, career and life.
* Students will demonstrate personal skills needed for success in personal, family, community, and career aspects of life.
* Students will demonstrate knowledge and skills needed to navigate life and work environments in the global economy.
* For more information, visit:

http://www.doe.in.gov/sites/default/files/ccr/2018-2019-course-descriptions-posting.pdf

**MATERIALS NEEDED DAILY (every day):**

Folder (supplied by teacher and kept in classroom)

Pen/pencil

**TEXTBOOK:**

No text is required.

**BUSINESS DEPARTMENT GRADE SCALE:**

|  |  |
| --- | --- |
| **Range** | **Grade** |
| 99-100 |  A+ |
| 93-98 | A |
| 90-92 | A- |
| 88-89 | B+ |
| 83-87 | B |
| 80-82 | B- |
| 78-79 | C+ |
| 73-77 | C |
| 70-72 | C- |
| 68-69 | D+ |
| 63-67 | D |
| 60-62 | D- |
| 0-59 | F |

**SEMESTER GRADE:**

|  |  |
| --- | --- |
| First 9 Weeks | 45% |
| Second 9 Weeks | 45% |
| Final Exam | 10% |
| Semester Grade | 100% |

**A failing semester grade means you must re-take this class. COURSE CONTENT:**

1. Introduction to Columbus North
2. Set up technology components needed for high school
	1. Email, e-locker
	2. It’s Learning and Naviance: career preparation program
3. Develop a class mission statement
4. Assess individual learning style and develop
	1. Note taking skills
	2. Studying techniques
	3. Organization skills
	4. Effective test taking strategies
	5. Following Directions
5. Build goal setting skills, using SMART goals
6. Develop decision making skills
7. Assess individual interest, skills and values
8. Research various careers according to personal interest, values and skills
	1. Via Research format
	2. Via Presentation format
	3. Employment Trends
9. Examine Colleges
	1. Develop a vocabulary for college terms
	2. Compare various Colleges
	3. Seek different types of secondary education
	4. Examine sources at the high school for selecting colleges
	5. Fine sources for scholarships
	6. Understand the college application process.
10. Prepare four year plan of high school courses to take
	1. Understand the diploma tracks
	2. Prepare a meaningful 4 year plan
	3. Meet with guidance counselor
11. Develop and understanding for getting a job
	1. Understand the Indiana Child Labor Laws
	2. Skills for finding jobs
	3. Filling out job applications
	4. Effective interview techniques
	5. Create a usable and professional resume.
	6. Practice appropriate telephone skills
		1. Answering the telephone
		2. Leaving voice mails
12. Financial Literacy Skills
	1. Financial terminology
	2. Making a budget
	3. Value of money
	4. Getting paid for a job
	5. Pros and Cons of credit cards.
	6. Calculating interest, discounts and taxes.