

SWEETWATER UNION HIGH SCHOOL DISTRICT

DIVISION OF ADULT EDUCATION

High School Subjects

VI
Level

College & Career Exploration
2015

9098
Code

DURATION: Satisfactory completion of all required work and a minimum of 60 hours.

GRADE LEVEL: Adult

PREREQUISITES: None

CREDIT: One (1) elective credit toward high school graduation may be earned.

PROGRAM DESCRIPTION: This semester long course is designed to prepare students transitioning to post-secondary institutions and/or the workforce. Path A focuses on skills necessary to succeed in post-secondary education while exposing students to a variety of college opportunities. Path B focuses on transition to work with an emphasis on resume writing, portfolio building and interviewing techniques.

STUDENT LEARNER OUTCOMES:

- Students will establish personal, academic and/or workforce goals and demonstrate progress toward them.
- Students will solve problems.
- Students will communicate clearly and collaborate with others.
- Students will use resources, including technology, to research, organize and communicate information.

GOALS: (Course Content Standards)

Through the principles and practice presented in this course, students will

- 1.0 Build writing skills for college and career readiness
- 2.0 Understand different college opportunities available to them
- 3.0 Understand how to conduct research
- 4.0 Understand time management/study skills
- 5.0 Create job portfolio

OBJECTIVES:

Students who successfully complete this course will be able to:

- 1.0 With respect to building writing skills for college and career readiness, students will:
 - 1.1 Demonstrate proficiency in paragraph writing
 - 1.2 Demonstrate proficiency in essay writing
 - 1.3 Demonstrate knowledge in the following writing genres: narrative, descriptive, expository, and persuasive essay.
 - 1.4 Demonstrate proficiency in writing mechanics and use of grammar, punctuation and capitalization.

- 2.0 With respect to varying college opportunities, students will:
 - 2.1 Understand goal setting and learning styles.
 - 2.2 Conduct a basic college search.
 - 2.3 Complete a college application.
 - 2.4 Complete a FASFA form.
 - 2.5 Meet with a College and Career Counselor to orientate them to the college process.

- 3.0 Understand how to conduct research
 - 3.1 Understand how the college system works.
 - 3.2 Meet with a College and Career Counselor to discuss workplace inventories and college application process
 - 3.3 Utilize the Occupational Outlook handbook.
 - 3.4 Demonstrate ability to conduct college/job searches using a variety of search engines.

- 4.0 Understand time management/study skills.
 - 4.1 Demonstrate effective note taking strategies.
 - 4.2 Demonstrate effective test taking strategies
 - 4.3 Recognize effective time management techniques.

- 5.0 Create job portfolio
 - 5.1 Create a professional cover letter

- 5.2 Create a professional resume
- 5.3 Create a professional thank you letter
- 5.4 Create a list of references
- 5.5 Create a professional port

INSTRUCTIONAL STRATEGIES AND TIMES:

Individual work on assignments	50%
Teacher/student evaluation of student practice	10%
Computer assisted learning	30%
Assessment	10%

EVALUATION:

1. Satisfactory completion of research, Internet, and written assignments as evaluated by the instructor.
2. Satisfactory completion of teacher-made and/or standardized test as evaluated by the instructor.
3. Satisfactory progress and participation in course activities as evaluated by the instructor.

CONDITIONS FOR REPETITION:

Students who have failed to meet the objectives because of insufficient attendance or inability to master content may repeat the course.

Approved:
May 26, 2015
October 26, 2015