

## **Preparing for College and Careers**

### **Course Outline**

#### I. Who are You

- A. Determine and explore personal values.
- B. Determine and explore personal interests.
- C. Determine and explore personal abilities.
- D. Determine and explore personal strengths and weaknesses.
- E. Define and explain future wants/goals.

#### II. Career Research

- A. Identify and explore education, training, job outlook, and benefits of selected career.
- B. Determine employment opportunities for selected career.
- C. Create a personal career path/plan.
- D. Conduct an interview on someone in selected or assigned career areas.
- E. Explore options that match personal values, interests, and abilities.

#### III. Critical Thinking

- A. Demonstrate the ability to solve problems.
- B. Demonstrate critical thinking.
- C. Demonstrate creative thinking and reasoning.
- D. Demonstrate effective communication skills.
- E. Demonstrate respect and cooperative work.

#### IV. Communication

- A. Define and demonstrate effective personal space.
- B. Define and demonstrate an effective handshake.
- C. Identify and demonstrate good listening skills.
- D. Identify and demonstrate good verbal skills.
- E. Identify and demonstrate non verbal skills.
- F. Evaluate the effectiveness of listening, verbal, and non verbal skills in the workplace.

#### V. Applications and Interviews

- A. Demonstrate appropriate business attire for an interview.
- B. Apply interview and application knowledge to actual processes.
- C. Evaluate job applications.

## **Instructional Resources**

Resources are teacher created  
COPES Career Assessments

## **Classroom Assessments**

Observations  
Quizzes  
Tests  
Oral Reporting

Demonstration  
Simulation  
Presentation  
Research  
Construction  
Projects  
Discussion