

# Syllabus & Pacing Guide

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## 1.) Syllabus & Pacing Guide

### College and Career Awareness

#### COURSE DESCRIPTION

College and Career Awareness is a semester-long course designed to help students explore various career paths while developing self-knowledge and understanding the relationship between education and career choices. Through hands-on activities, technology integration, and life skills development, students will gain insight into key industries including agriculture, business, health science, marketing, technology, and family and consumer sciences. This course aims to empower students to make informed decisions about their future educational and career pursuits, while fostering essential skills for success in the workforce.

This is a one-semester course, which is equivalent to a half school year.

#### LEARNING OUTCOMES

By the end of this course, students will be able to:

1. Identify and describe a variety of career paths in agriculture, business, health sciences, marketing, technology, and family and consumer sciences.
2. Understand the relationship between education, skills, and career opportunities.
3. Develop self-awareness regarding personal strengths, interests, and values in relation to career choices.
4. Utilize technology to research career options and create digital presentations.
5. Demonstrate knowledge of the basic skills required in various career fields, such as communication, teamwork, and problem-solving.
6. Explore life skills related to personal finance, time management, and work-life balance.
7. Participate in interactive lessons and projects that help them connect classroom learning to real-world applications.

#### COURSE SUBMISSIONS

All assignments will be graded through Spark. Any attachments must be made in a Word document file, PDF, or Google Doc shareable link and turned in through Spark or directly to the instructor.

#### REQUIRED TEXTS

None - All readings will be provided on Spark

#### GRADING BREAKDOWN

A 94-100%	C 73-76%
A- 90-93%	C- 70-72%

B+ 87-89%	D+ 67-69%
B 83-87%	D 63-66%
B- 80-82%	D- 59-63%
C+ 77-79%	F 58% or below

**INSTRUCTOR EXPECTATIONS AND PACING**

A typical semester course at a traditional high school requires 80 hours in total, which is 40 hours per term. Since this is a self-pace course, it may take you longer or shorter to complete this course. It is expected that you spend 3-5 hours each week and submit at least one unit each.

Students will be allowed to complete the course at a pace that best suits them. The students will be responsible for completing and turning in all assignments according to their individual needs.

However, make sure to look at your school's deadlines, to ensure that you are completing courses on track.

Parents/Guardians will be able to observe and view their student's progress through Spark upon request.

**It is suggested that you put the assignments in your calendar at the beginning of the semester so you know which work to complete each week.**

<b>Week 1</b>	Welcome to College and Career Readiness! Unit: Exploring Self Unit: Types of Students
<b>Week 2</b>	Unit: Setting Goals
<b>Week 3</b>	Unit: Career Profile
<b>Week 4</b>	Unit: High School & Beyond Unit: College vs Tech
<b>Week 5</b>	Unit: Networking Unit: End of Term 1
<b>Week 6</b>	Welcome to Term 2! Unit: Resumé & Letter of Recommendation
<b>Week 7</b>	Unit: Appearance & Body Language Unit: Interviewing
<b>Week 8</b>	Unit: Financial Aid Unit: Next Steps

<b>Week 9</b>	Unit: Career Interview Unit: Personalized Education Plan
<b>Week 10</b>	Unit: Final Presentation Unit: End of Term 2

## ONLINE TECHNOLOGIES

This course takes place online. Since we will not meet face-to-face, it is your responsibility to have the necessary technology and technical know-how to work effectively in this online learning environment. This online course will utilize Spark as the learning management system. If you have trouble logging in or viewing any of the documents and links posted, please contact your instructor.