

Content Outline

Keys To Your Future: College & Career Readiness™



MY LIFE GOALS

DESCRIPTION

Students learn the importance of setting short-term and long-term goals in relation to their career aspirations. They are exposed to a variety of industries and occupations, evaluate their own skills and interests, and gain insight into the process of building a career. Learners will explore skills needed for a variety of occupations and the pathways that can lead there.

LEARNING OBJECTIVES

- Define and differentiate between short-term and long-term goals.
- Identify personal skills, interests, and abilities and relate them to career choices.
- Identify resources for assistance in career exploration.
- Define career.
- Describe how short-term goals lead to career goals.

PREPARING IN HIGH SCHOOL

DESCRIPTION

This lesson explores how learners can prepare for their future by succeeding in high school. Learners learn the key to success of developing strong academic skills by practicing goal setting, study skills, organization, prioritization, and time management. Learners raise the GPA of a character to achieve a high school diploma and learn how these skills are applicable to lifelong learning and career success.

LEARNING OBJECTIVES

- Describe the relationship between acquiring skills and academic performance.
- Explain how goal setting and time management contribute to academic and career success.
- Explain how connections with others can increase one's own ability to reach goals.

CHOOSING A PATH

DESCRIPTION

Students learn how their long-term career goals connect to shorter-term decisions and goals related to post-secondary education. This lesson explores different post-secondary options available, as well as returns on investment. It identifies methods to help learners make strong, educated choices, and how networking can impact the process.

LEARNING OBJECTIVES	• Identify personal skills, interests, & abilities and relate them to academic & career choices. • Identify resources for assistance in choosing and preparing for a college and/or career. • Explain how self-motivation, self-efficacy, and teamwork contribute to academic and career success. • Describe how connections with others can increase one's own ability to reach goals.
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BALANCING DAILY LIFE

DESCRIPTION	This lesson focuses on the soft skills of balancing life through the experience of higher education. Students will learn the skills to successfully navigate academic, social, financial, and personal aspects in life to achieve well-being while pursuing long-term goals. This lesson is designed to inform students about the competing priorities of college life while developing the skills to attain a well-balanced lifestyle.
LEARNING OBJECTIVES	• Explain how self-management can increase the ability to reach short- and long-term goals. • Identify how to solve problems through responsible decision-making. • Analyze how self and social awareness improve one's ability to resolve conflicts. • Identify effective communication techniques for relationship-building.

STARTING YOUR CAREER

DESCRIPTION	Students learn how to successfully navigate the process of entering their chosen career by applying to a first job. The focus of this lesson is on the relationship-building aspects of the job search such as determining if a job is the right fit and using personal networks to secure introductions and insight. Self-presentation and communication are important topics that are covered to prepare students for how they will be evaluated before and during interviews.
LEARNING OBJECTIVES	• Identify resources for assistance in choosing and preparing for a college and/or career. • Describe how connections with others can increase one's own ability to reach goals. • List ways in which self-presentation can impact career opportunities. • Describe ways in which strong written, verbal, and non-verbal communication can improve one's ability to reach career goals.

CAREER SUCCESS

DESCRIPTION	This lesson focuses on the skills needed to thrive in a career. Lifelong learning and adaptability are two themes that are woven throughout this lesson as students learn how to do well on the job and prepare to advance or respond to changes in their own employment status. Thriving on the job also involves respecting colleagues and learning to collaborate and resolve conflicts. The overall focus of this lesson is building technical and interpersonal skills to create opportunities now and in the future.
LEARNING OBJECTIVES	• List the benefits of collaboration and teamwork. • Identify effective communication techniques for self-advocacy and relationship-building. • List personal characteristics that lead to success in the workplace. • Describe how growth-mindset and initiative relate to career advancement. • Describe why relationship building is important to career success.