

PREPARING FOR COLLEGE AND CAREERS

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 the 16 national 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, is recommended.

- DOE Code: 5394
- Recommended Grade Level: Grade 9
- Recommended Prerequisites: None
- Credits: 1 credit per semester, maximum of 1 credit
- This course qualifies as one of the six FACS courses from which students may choose three to fulfill the required Health and Safety credit—See Rule 511 IAC 6-7-6 (6)
- Counts as a Directed Elective or Elective for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas

Career and Technical Student Organizations (CTSOs)

Career and Technical Student Organizations are considered a powerful instructional tool when integrated into Career and Technical Education programs. They enhance the knowledge and skills students learn in a course by allowing a student to participate in a unique program of career and leadership development. Students should be encouraged to participate in Indiana's Career and Technical Student Organizations.

Content Standards

Domain – Exploring Self

Core Standard 1 Students evaluate personal characteristics to develop and refine a personal profile.

Standards

- PCC-1.1 Assess personal, family and community standards, values and ethics
- PCC-1.2 Analyze personal aptitudes, traits, interests, attitudes, and skills
- PCC-1.3 Determine personal priorities and goals for life and career
- PCC-1.4 Determine learning style preferences and their application to lifelong learning

Domain – Exploring Careers

Core Standard 2 Students investigate one or more Career Clusters and Indiana's College and Career Pathways, based on individual interests, to further define career goals.

Standards

- PCC-2.1 Determine roles, functions, education, and training requirements of various career options within one or more career clusters and pathways

- PCC-2.2 Analyze career trends, options and opportunities for employment and entrepreneurial endeavors for selected career clusters and pathways
- PCC-2.3 Evaluate selected careers and pathways for education requirements, working conditions, benefits, and opportunities for growth and change
- PCC-2.4 Use appropriate technology and resources to research and organize information about careers

Domain – Exploring College and Postsecondary Options

Core Standard 3 Students analyze college and other postsecondary options to know what educational opportunities are available after high school.

Standards

- PCC-3.1 Demonstrate understanding of postsecondary educational options including technical certificate programs, apprenticeship, military and two- and four-year college programs
- PCC-3.2 Examine public and private colleges and other postsecondary educational options
- PCC-3.3 Demonstrate knowledge of the statewide resources available to explore college and postsecondary options
- PCC-3.4 Demonstrate knowledge of the cost of postsecondary educational options and various financial aid options

Domain – Making Decisions

Core Standard 4 Students apply higher order thinking and problem solving processes to make decisions about education, life and career.

Standards

- PCC-4.1 Demonstrate skills for questioning and posing problems, thinking independently, and communicating decisions with clarity and precision
- PCC-4.2 Analyze choices, options and consequences of life and career decisions
- PCC-4.3 Apply a decision-making process to identify short- and long-term life and career goals

Domain – Making a Plan

Core Standard 5 Students create flexible plans of action for achieving personal goals through secondary education, college, career and life.

Standards

- PCC-5.1 Apply knowledge of Core 40 and Honors diploma requirements to create a high school graduation plan
- PCC-5.2 Apply decision-making processes to making a planning for postsecondary education and career
- PCC-5.3 Design a flexible career plan that incorporates life-long learning and career advancement options
- PCC-5.4 Evaluate high school graduation plan, post-secondary plan and career plans in light of decisions about college and career pathways and options

Domain – Personal Skills

Core Standard 6 Students demonstrate personal skills needed for success in personal, family, community, and career aspects of life.

Standards

- PCC-6.1 **Flexibility and Adaptability**
 - Integrate roles, responsibilities and relationships in a climate of ambiguity and

- changing priorities.
 - Evaluate strategies for incorporating feedback and change in a variety of contexts.
- PCC-6.2 **Initiative and Self-Direction**
 - Prioritize tactical (short-term) and strategic (long-term) goals.
 - Work independently and complete tasks without supervision.
 - Demonstrate initiative to assess past experiences, plan future progress, and expand lifelong learning opportunities to advance skill levels towards a professional level.
- PCC-6.3 **Social and Cross-Cultural Skills**
 - Interact effectively with others in a respectable, professional manner
 - Respect cultural differences and work effectively with people from a range of social and cultural backgrounds
 - Respond open-mindedly to different ideas and values
 - Leverage social and cultural differences to create new ideas and increase both innovation and quality of work
- PCC-6.4 **Productivity and Accountability**
 Demonstrate additional attributes associated with producing high quality products including the abilities to:
 - Work positively and ethically
 - Manage time and projects effectively
 - Participate actively, as well as be reliable and punctual
 - Present oneself professionally and with proper etiquette
 - Collaborate and cooperate effectively in teams
 - Be accountable for results
- PCC-6.5 **Leadership and Responsibility**
 - Use interpersonal and problem-solving skills to influence and guide others toward a goal
 - Inspire others to reach their very best via example and selflessness
 - Demonstrate integrity and ethical behavior in using influence and power
 - Receive and give constructive criticism
 - Act responsibly with the interests of the larger community in mind

Domain – Employability Skills

Core Standard 7 Students demonstrate knowledge and skills needed to navigate life and work environments in the global economy.

Standards

- PCC-7.1 Demonstrate knowledge, skills, and attitudes needed for seeking employment
 - Career opportunity research
 - Personal and career portfolio
 - Interviewing
 - Networking
- PCC-7.2 Demonstrate knowledge and skills needed for effective communication in school, life and career settings
- PCC-7.3 Demonstrate understanding of employer and employee expectations
- PCC-7.4 Demonstrate standards of legal and ethical behavior in human, cultural, and societal issues related to technology and digital citizenship
- PCC-7.5 Demonstrate standards of personal appearance, attire, grooming, and etiquette appropriate for specific school, life and career settings

