

High school students have many questions about the college application process, what it takes to be a successful college student, and how to begin thinking about their careers.

College and Career Preparation II builds on the lessons and skills in College and Career Preparation I. The course provides a step-by-step guide to choosing a college. It walks students through the process of filling out an application, including opportunities to practice, and takes an in-depth look at the various college-admission tests and assessments, as well financial aid options.

College and Career Preparation II also instructs students in interviewing techniques and provides career guidance. Students explore valuable opportunities such as job shadowing and internships when preparing for a career.

Students who complete this course obtain a deeper understanding of college and career readiness through informative, interactive critical thinking and analysis activities while sharpening their time management, organization, and learning skills that they learned in College and Career Preparation I.

College and Career Preparation II prepares students with the knowledge and skills to be successful in college and beyond.

This course is built to the American School Counselors Association National Standards for school counseling programs.

Length: One Semester

UNIT 1: PREPARING FOR COLLEGE

LESSON 1: HABITS OF A SUCCESSFUL STUDENT

Discuss: Getting to Know You

Get to know your classmates while you discuss your school and career interests.

Duration: 0 hrs 45 mins Scoring: 10 points

Study: Goal Setting

Learn the benefits of developing short- and long-term goals and how to set attainable goals for college.

Duration: 0 hrs 45 mins Scoring: 0 points

Study: Time Management

Learn how to make the most of your time through time-saving strategies and techniques.

Duration: 0 hrs 45 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Study: Organization

Clear away the clutter by developing organizational skills that will help you remain focused.

Duration: 0 hrs 45 mins Scoring: 0 points

Study: Conflict Resolution and Problem Solving

Learn how to get to the root of a problem, identify practical solutions, and make wise decisions.

Duration: 0 hrs 45 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

LESSON 2: LEARNING SKILLS

Study: Listening Skills

Improve your listening abilities by learning about the three different cues: verbal cues, presentation, and body language.

Duration: 0 hrs 30 mins Scoring: 0 points

Study: Reading Comprehension Skills

Learn how to identify the topic, main idea, and supporting details in the materials you read.

Duration: 0 hrs 45 mins Scoring: 0 points

Study: Note-Taking

Learn various note-taking methods and techniques.

Duration: 0 hrs 30 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Practice: Sharing Your Skills

Summarize what you've learned about listening, reading, and note-taking skills, and apply it to particular issues.

Duration: 1 hr Scoring: 20 points

LESSON 3: SUPPORT CIRCLE**Study: Circle of Adults**

Learn to call on trusted resources such as school personnel, community members, and family when you need help.

Duration: 0 hrs 45 mins Scoring: 0 points

Study: Circle of Friends

Analyze the characteristics of your friends and their influence on your behavior.

Duration: 0 hrs 30 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Journal: Personal Action Plan

Write about how you will call upon the knowledge and skills of those around you to help you achieve your goals.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 4: EARNING COLLEGE CREDIT IN HIGH SCHOOL**Study: Dual Enrollment and AP Courses**

Learn how dual enrollment and AP courses can help you save money and earn college credit.

Duration: 0 hrs 45 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Practice: Getting Credit

Use the Internet to explore ways of getting college credit while you're in high school.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 5: PREPARING FOR COLLEGE WRAP-UP**Review: Preparing for College**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 1 hr Scoring: 0 points

Test (CS): Preparing for College

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 40 points

Test (TS): Preparing for College

Take a teacher-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 20 points

UNIT 2: COLLEGE KNOWLEDGE

LESSON 1: MY IDEAL COLLEGE

Study: College Research

Learn what to consider when selecting a college, including demographics, programs offered, athletics, student life, admission requirements, and cost.

Duration: 1 hr 15 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Practice: Looking at Colleges Online

Use the Internet to explore colleges and find the ones that are most appropriate for you.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 2: COLLEGE FAIRS AND VISITS

Study: College Fairs

Know the questions to ask and learn how to avoid scams from less reputable institutions, and find out how to get the most out of college fairs.

Duration: 0 hrs 45 mins Scoring: 0 points

Study: College Visits

Learn how to be prepared to get the most out of a college visit.

Duration: 1 hr Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Discuss: Questions Before You Go

Talk to your classmates about the kinds of questions to ask when you attend a college fair or visit a campus.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 3: COLLEGE ADMISSIONS

Study: Admission Requirements

Learn about entrance requirements at different types of institutions, and get the scoop on early admissions.

Duration: 0 hrs 45 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Journal: Am I Ready?

Write about the entrance requirements for a school of your choice and think about what you need to do to qualify.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 4: COLLEGE APPLICATIONS

Study: Choosing, Applying to, and Accepting Admission to Colleges

Learn how to choose, apply to, and accept or decline admission to a variety of colleges.

Duration: 1 hr Scoring: 0 points

Study: Personal Essay

Learn the elements that go into a strong personal statement, including what makes you unique and why a college should accept you into its program.

Duration: 0 hrs 45 mins Scoring: 0 points

Study: Letters of Recommendation

Discover how to secure solid letters of recommendation from teachers, advisers, and others who know you well.

Duration: 0 hrs 30 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Practice: Writing a Personal Essay

Write a personal essay.

Duration: 1 hr Scoring: 20 points

LESSON 5: COLLEGE KNOWLEDGE WRAP-UP

Review: College Knowledge

Prepare for the unit test by reviewing key concepts and skills.

Duration: 1 hr Scoring: 0 points

Test (CS): College Knowledge

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 40 points

Test (TS): College Knowledge

Take a teacher-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 20 points

UNIT 3: TESTING AND ASSESSMENTS

LESSON 1: SAT

Study: SAT

Learn about the assessment's purpose, content, and scoring.

Duration: 1 hr 15 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Discuss: Preparing for the SAT

Talk to your classmates about preparing for and taking the SAT.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 2: ACT

Study: ACT

Learn about the assessment's purpose, content, and scoring.

Duration: 1 hr 15 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Practice: Gathering More Information on the ACT

Use the Internet to gather more information on the ACT.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 3: ACCUPLACER

Study: ACCUPLACER

Learn about the ACCUPLACER assessment's purpose, content, and placement scores.

Duration: 1 hr 15 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Journal: What ACCUPLACER Means to Me

Think and write about what the ACCUPLACER assessment mean to you.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 4: CLEP**Study: CLEP**

Learn about the CLEP test's purpose, subject offerings, and scoring, and how college credit is awarded.

Duration: 0 hrs 45 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Practice: Tests I'll Take

Write about the tests that you can take, about how to prepare for them, and about their respective advantages.

Duration: 1 hr Scoring: 20 points

LESSON 5: TESTING AND ASSESSMENTS WRAP-UP**Review: Testing and Assessments**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 1 hr Scoring: 0 points

Test (CS): Testing and Assessments

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 40 points

Test (TS): Testing and Assessments

Take a teacher-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 20 points

UNIT 4: FINANCIAL AID**LESSON 1: FAFSA AND CSS/PROFILE****Study: FAFSA4caster**

Learn about the FAFSA4caster and its use and benefits.

Duration: 0 hrs 45 mins Scoring: 0 points

Study: FAFSA

Learn how to complete the FAFSA when applying for federal financial aid, how to interpret the information provided through a Student Aid Report, and how to estimate the funds you will receive from financial aid packages at various institutions.

Duration: 1 hr 15 mins Scoring: 0 points

Study: CSS/PROFILE

Learn about the CSS/PROFILE, its purpose, and the steps you should take to successfully complete an application.

Duration: 0 hrs 45 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Discuss: Financial Aid 101

Use the financial aid terms you've been learning as you engage in a discussion with your classmates.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 2: SCHOLARSHIPS, GRANTS, AND WORK-STUDY

Study: The Scholarship Search

Learn how to search for and apply for scholarships.

Duration: 0 hrs 45 mins Scoring: 0 points

Study: Grants — Free Money!

Learn about the different types of grants and how to apply for them.

Duration: 1 hr Scoring: 0 points

Study: Work-Study

Learn about on-campus work opportunities and how work-study jobs can help you pay for college.

Duration: 0 hrs 45 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Practice: Find the Money

Use the Internet to research scholarships and grants.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 3: LOANS

Study: Loans

Learn about the different types of loans, interest rates, and repayment options.

Duration: 0 hrs 45 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Journal: Thinking about Loans

Start making a plan to secure the funds you'll need to pay for school.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 4: FINANCIAL AID WRAP-UP

Review: Financial Aid

Prepare for the unit test by reviewing key concepts and skills.

Duration: 1 hr Scoring: 0 points

Test (CS): Financial Aid

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 40 points

Test (TS): Financial Aid

Take a teacher-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 20 points

UNIT 5: CAREERS

LESSON 1: MY CAREER PORTFOLIO

Study: Employment Applications

Learn how to answer application questions, as well as how to create a pocket application, a fast and easy tool to use when applying for jobs.

Duration: 1 hr Scoring: 0 points

Study: Résumés and Cover Letters

Learn how to create a résumé that will highlight your accomplishments for college admission and employment purposes and how to create an eye-catching cover letter.

Duration: 1 hr 15 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Practice: Prepare a Résumé

Prepare a résumé.

Duration: 1 hr Scoring: 20 points

LESSON 2: DRESS FOR SUCCESS**Study: Etiquette and Dressing for Success**

Learn proper ways to dress for different types of interviews, including a college interview, and learn phone and social media etiquette when searching for that perfect job.

Duration: 0 hrs 45 mins Scoring: 0 points

Study: Interviewing Tips and Thank-You Letters

Learn the dos and don'ts of interviewing, as well as how to write a sincere thank-you letter.

Duration: 1 hr Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Discuss: Interview Questions

Ask and answer interview questions.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 3: MAKING THE MOST OF JOB EXPERIENCE**Study: Job Shadows and Internships**

Learn about the benefits of job shadows, the benefits of the different types of internships, and how to apply for both.

Duration: 1 hr 15 mins Scoring: 0 points

Study: Job Searches and Networking

Learn how to search for a job in the field you are interested in studying, as well as how to make connections and get experience through networking.

Duration: 0 hrs 45 mins Scoring: 0 points

Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 20 points

Practice: Find a Job

Use the Internet to find jobs you'd like to apply for.

Duration: 0 hrs 45 mins Scoring: 10 points

LESSON 4: CAREERS WRAP-UP**Review: Careers**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 1 hr Scoring: 0 points

Test (CS): Careers

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 40 points

Test (TS): Careers

Take a teacher-scored test to assess what you have learned in this unit.

Duration: 0 hrs 30 mins Scoring: 20 points

UNIT 6: WRAP-UP

LESSON 1: WRAP-UP

Review: Review for the Exam

Prepare for the semester exam by reviewing key concepts covered in this semester.

Duration: 3 hrs Scoring: 0 points

Exam: Exam

Take a computer-scored exam to demonstrate your mastery of concepts and skills covered in this semester.

Duration: 1 hr Scoring: 80 points

Final Exam: Final Exam

Take a teacher-scored exam to demonstrate your mastery of concepts and skills covered in this semester.

Duration: 1 hr Scoring: 40 points