

**9<sup>th</sup> Grade College & Career Seminar  
Scope & Sequence  
Fall Semester**

Unit	Learning Outcomes	Length
1 <sup>st</sup> Quarter		
Unit 1: Freshmen Norms	<p>The student will:</p> <ul style="list-style-type: none"> <li>● Participate in developing discussion norms</li> <li>● Demonstrate appropriate classroom behavior</li> <li>● Identify and demonstrate professional behavior that enhance employability such as regular attendance, promptness, appropriate voice, and work ethic.</li> <li>● Participate in teambuilding activities.</li> <li>● Be able to use the Google Suite to be productive.</li> </ul>	5-7 days
Unit 2: Organizational Skills	<p>The student will:</p> <ul style="list-style-type: none"> <li>● Be able to take notes using the Cornell Notes system.</li> <li>● Use a time-management schedule</li> <li>● Set goals for themselves to improve their grades.</li> <li>● Utilize a calendar and assignment sheet for setting academic goals.</li> <li>● Recognize procrastination and learn some strategies to overcome it.</li> <li>● Develop a variety of strategies to improve learning.</li> <li>● Apply the study skills necessary for academic success at each level.</li> <li>● Learn, practice, and utilize test-taking strategies to improve assessment results.</li> </ul>	5 days
Unit 3: Who Am I?	<p>The student will:</p> <ul style="list-style-type: none"> <li>● Take a personality assessment</li> <li>● Will understand how their personality aligns with careers.</li> <li>● Take the High5 Strengths Assessment.</li> <li>● Learn their top three strengths.</li> <li>● Use their writing skills to articulate their sense of self.</li> <li>● Orally present their writing product(s) to the class.</li> </ul>	5 days
Unit 4: Pathway Research	<p>The student will:</p> <ul style="list-style-type: none"> <li>● Research pathways and learn more about career options in that pathway</li> <li>● Students will reflect on how the pathway aligns to their strengths</li> </ul>	4 days

2 <sup>nd</sup> Quarter		
Unit 5: Career Readiness	<p>The student will:</p> <ul style="list-style-type: none"> <li>● Explore the most common employability skills, qualities and values</li> <li>● Examine what skills, qualities, and values man and why they are important.</li> <li>● Investigate communication skills and their importance in the workplace.</li> <li>● Understand the importance of developing good communication skills.</li> <li>● Learn the importance of written communication in the workplace.</li> <li>● Learn how to write a business letter, professional email, and business memo.</li> <li>● Learn how to write a resume.</li> <li>● Learn how to write a cover letter.</li> </ul>	7 days
Unit 6: Digital Literacy	<p>The student will:</p> <ul style="list-style-type: none"> <li>● Determine short- and long-term personal effects of digital decisions, as well as the human, legal and social implications of digital usage and technology</li> <li>● Understand basic and advanced technology terms, concepts, systems and operations and how they are applied</li> <li>● Explore the possibilities of positive communication and collaboration, including the benefits of helping peers avoid negative online behavior</li> <li>● Use technology tools to appropriately, responsibly, and creatively generate new projects, conduct research and solve problems .</li> <li>● Identify how to stay current on emerging technologies.</li> <li>● Identify how to incorporate technology appropriately into life and career goals.</li> </ul>	3-4 Days
Unit 7: Financial Responsibility	<p>The student will:</p> <ul style="list-style-type: none"> <li>● Define key financial concepts and terms.</li> <li>● Recognize the impact of financial decisions.</li> <li>● Apply critical thinking skills to real-world financial simulations and interactive exercises.</li> <li>● Review and discuss the definition of obligation including personal application.</li> <li>● Create a banner of obligations to family, community and society.</li> </ul>	6 days

	<ul style="list-style-type: none"> <li>● Participate in discussion from presentations of banners.</li> <li>● Discuss differences and similarities of peer obligations.</li> <li>● Evaluate their personal response to their obligations</li> </ul>	
Unit 8: Culmination Project	<p>The student will:</p> <ul style="list-style-type: none"> <li>● Use the knowledge and skills learned during the semester do conduct a final research project</li> <li>● Use presentation skills to present final research project</li> </ul>	4 days

