



National Career
Academy Coalition

COLLEGE CAREER LIFE

College & Career Seminar
Scope & Sequence
Fall Semester

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

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

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