

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.

The course is based on the American School Counselors Association National Standards for school counseling programs.

Length: One Semester

## UNIT 1: PREPARING FOR COLLEGE

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### 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 hr 45 min 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 hr 45 min Scoring: 0 points*

#### **Study: Time Management**

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

*Duration: 0 hr 45 min Scoring: 0 points*

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**Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

**Study: Organization**

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

*Duration: 0 hr 45 min 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 hr 45 min Scoring: 0 points*

**Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

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**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 hr 30 min 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 hr 45 min Scoring: 0 points*

**Study: Note-Taking**

Learn various note-taking methods and techniques.

*Duration: 0 hr 30 min Scoring: 0 points*

**Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min 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 hr 45 min Scoring: 0 points*

### Study: Circle of Friends

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

*Duration: 0 hr*

*30 min Scoring: 0 points*

### Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min 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 hr 45 min Scoring: 10 points*

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## 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 hr 45 min Scoring: 0 points*

### Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

### Practice: Getting Credit

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

*Duration: 0*

*hr 45 min Scoring: 10 points*

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## LESSON 5: PREPARING FOR COLLEGE WRAP-UP

### Review: Preparing for College

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

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*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 hr 30 min Scoring: 40 points*

### **Test (TS): Preparing for College**

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

*Duration: 0 hr 30 min Scoring: 20 points*

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## **LESSON 6: DIAGNOSTIC**

### **Diagnostic: Preparing for College**

Take a diagnostic unit test that will generate a study plan based on your responses.

*Duration: 0 hr 20 min Scoring: 20 points*

## **UNIT 2: COLLEGE KNOWLEDGE**

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### **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 min Scoring: 0 points*

#### **Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min 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 hr 45 min Scoring: 10 points*

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### **LESSON 2: COLLEGE FAIRS AND VISITS**

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**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 hr 45 min 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 hr 20 min 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 hr 45 min Scoring: 10 points*

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**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 hr 45 min Scoring: 0 points*

**Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min 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 hr 45 min Scoring: 10 points*

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**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**

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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 hr 45 min 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 hr 30 min Scoring: 0 points*

### **Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

### **Practice: Writing a Personal Essay**

Write a personal essay.

*Duration: 1 hr Scoring: 20 points*

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## **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 hr*

*30 min Scoring: 40 points*

### **Test (TS): College Knowledge**

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

*Duration: 0 hr*

*30 min Scoring: 20 points*

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## **LESSON 6: DIAGNOSTIC**

### **Diagnostic: College Knowledge**

Take a diagnostic unit test that will generate a study plan based on your responses.

*Duration: 0 hr 20 min 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 min Scoring: 0 points*

### Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

### Discuss: Preparing for the SAT

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

*Duration: 0 hr 45 min*

*Scoring: 10 points*

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## LESSON 2: ACT

### Study: ACT

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

*Duration: 1 hr 15 min Scoring: 0 points*

### Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

### Practice: Gathering More Information on the ACT

Use the Internet to gather more information on the ACT.

*Duration: 0*

*hr 45 min Scoring: 10 points*

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## LESSON 3: ACCUPLACER AND COMPASS

### Study: COMPASS

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

*Duration: 1 hr*

*Scoring: 0 points*

### Study: ACCUPLACER

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

*Duration:*

*1 hr 15 min Scoring: 0 points*

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**Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

**Journal: What Assessments Mean to Me**

Think and write about what the ACCUPLACER and COMPASS assessments mean to you.

*Duration: 0 hr 45 min Scoring: 10 points*

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**LESSON 4: CLEP****Study: CLEP**

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

*Duration: 0 hr 45 min Scoring: 0 points*

**Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min 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*

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**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 hr 30 min Scoring: 40 points*

**Test (TS): Testing and Assessments**

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

*Duration:*

*0 hr 30 min Scoring: 20 points*

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## LESSON 6: DIAGNOSTIC

### Diagnostic: Testing and Assessments

Take a diagnostic unit test that will generate a study plan based on your responses.

*Duration: 0 hr 20 min Scoring: 20 points*

## UNIT 4: FINANCIAL AID

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### LESSON 1: FAFSA AND CSS/PROFILE

#### Study: FAFSA4caster

Learn about the FAFSA4caster and its use and benefits.

*Duration: 0 hr 45 min 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 min 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 hr 45 min Scoring: 0 points*

#### Quiz: Assess Your Learning

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min 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 hr 45 min Scoring: 10 points*

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### LESSON 2: SCHOLARSHIPS, GRANTS, AND WORK-STUDY

#### Study: The Scholarship Search

Learn how to search for and apply for scholarships.

*Duration: 0 hr 45 min Scoring: 0  
points*

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**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 hr 45 min Scoring: 0 points*

**Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

**Practice: Find the Money**

Use the Internet to research scholarships and grants.

*Duration: 0 hr 45 min Scoring: 10 points*

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**LESSON 3: LOANS****Study: Loans**

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

*Duration: 0 hr 45 min*

*Scoring: 0 points*

**Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

**Journal: Thinking about Loans**

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

*Duration: 0 hr 45*

*min Scoring: 10 points*

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**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.

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*Duration: 0 hr 30 min*  
*Scoring: 40 points*

### **Test (TS): Financial Aid**

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

*Duration: 0 hr 30 min*  
*Scoring: 20 points*

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## **LESSON 5: DIAGNOSTIC**

### **Diagnostic: Financial Aid**

Take a diagnostic unit test that will generate a study plan based on your responses.

*Duration:*  
*0 hr 20 min Scoring: 20 points*

## **UNIT 5: CAREERS**

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### **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 min Scoring: 0 points*

#### **Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*  
*20 points*

#### **Practice: Prepare a Résumé**

Prepare a résumé.

*Duration: 1 hr Scoring: 20 points*

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### **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 hr 45 min*

*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 hr 20 min Scoring:*

*20 points*

**Discuss: Interview Questions**

Ask and answer interview questions.

*Duration: 0 hr 45 min Scoring: 10 points*

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**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 min 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 hr 45 min Scoring: 0 points*

**Quiz: Assess Your Learning**

Take a quiz to assess your understanding of the material.

*Duration: 0 hr 20 min Scoring:*

*20 points*

**Practice: Find a Job**

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

*Duration: 0 hr 45 min Scoring: 10 points*

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

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*Core > College and Career Preparation II*

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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 hr 30 min*

*Scoring: 40 points*

### **Test (TS): Careers**

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

*Duration: 0 hr 30 min*

*Scoring: 20 points*

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## **LESSON 5: DIAGNOSTIC**

### **Diagnostic: Careers**

Take a diagnostic unit test that will generate a study plan based on your responses.

*Duration: 0 hr*

*20 min Scoring: 20 points*

## **UNIT 6: COLLEGE AND CAREER PREPARATION II WRAP-UP**

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### **LESSON 1: COLLEGE AND CAREER PREPARATION II WRAP-UP**

#### **Review: College and Career Preparation II**

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

*Duration: 3 hr Scoring: 0 points*

#### **Exam: College and Career Preparation II**

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: College and Career Preparation II**

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

*Duration: 1 hr Scoring: 40 points*