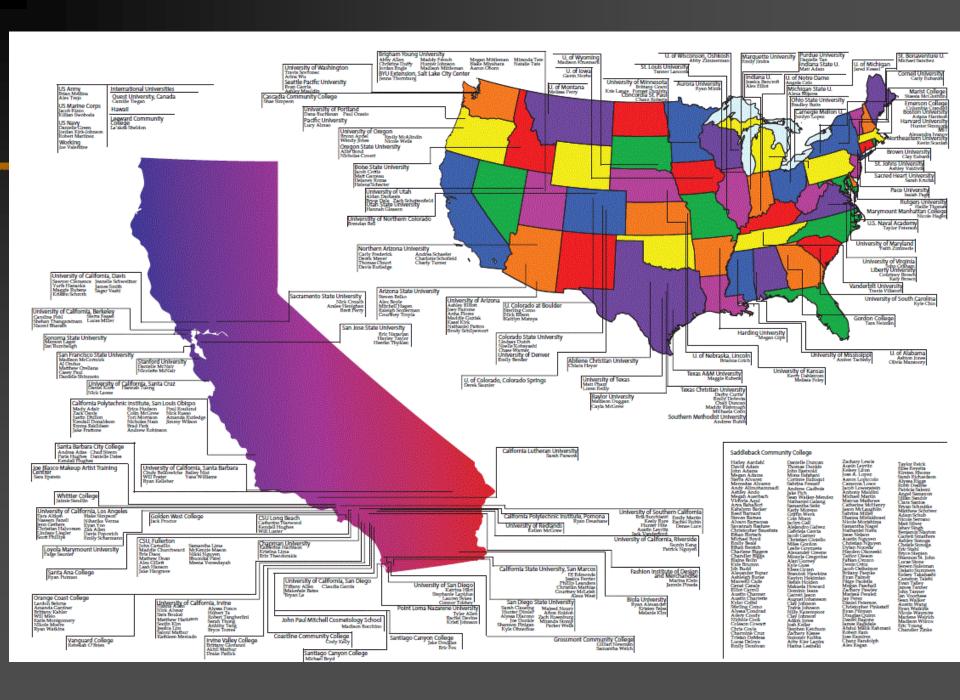
<u>CCP</u>

College and Career Planning

Tesoro High School

Norm Heidner - Instructor



Course Design

- School District-required course for graduation
- Prepares students for academic and professional success
 - developing academic skills
 - exploring college and career opportunities
 - developing PC-based technology skills

Course Design (more)

- All assignments and projects are designed to develop...
 - knowledge,
 - skills
 - confidence
- succeed in future academic and professional pursuits.

Course Topics

-Technology and PC Applications

- Operating Software Windows Applications Software – Word, Excel, PowerPoint
- Internet History, Applications and Research Techniques, Online Grade Reporting

Course Topics (part 2)

- Academic Skill Development

- Oral Presentation Skills (including PowerPoint)
- Note taking and study skills
- Organization Skills (Using a day planner)
- Goal Setting and Planning to Succeed
- Keyboarding Skills Develop correct keyboard

Course Topics (part 3)

- Personal Traits Assessment

- Multiple Intelligences
- Personality Traits
- Values
- Interests

Course Topics (part 4)

- College Exploration

- CUSD Grad Req's and the 4-Year Academic Plan
- Factors to Consider when Selecting a College
- College Alternatives (UC, CSU, JC's, Private, Trade & Tech)
- Admissions Tests (SAT- I, SAT- II, ACT) and GPA's

Course Topics (part 5)

- Career Exploration

- Factors to Consider when Selecting a Career
- Using Career Software to find the "best" Career
- Educational Requirements and Earnings Potential
- If Time permits
 - Resumes and Interviews
 - Income Taxes, Benefits, and Living on a Budget

Texts and Materials

- Microsoft Office
 - Word
 - PowerPoint
 - Excel
- Typing Tutors
 - MTPro
- "Choices" Career Assessment Software
- World Wide Web

Grading

- Standard Grade Percentages
- Project based.
 - 70% Written Assignments & Projects
 - 10% Typing
 - 10% Planner Checks
 - 10% Quizzes
- Based on work turned in for the most part.

Grading

Late Work Policy

- Each CCP day late = 1 letter grade.
- On absence,
 - Must have work completed by an equal number of class days of absence.
 - Students are responsible for finding out what they missed.

Contact Info

- Grades will be updated in SchoolLoop approximately weekly.
- School Phone 234-5310
- Anytime or After hours email
 - nlheidner@capousd.org

Thank You For Attending!!

Education for the Children Foundation (EFC)

- 1. EFC is a non-profit organization that raises funds which go directly to teachers in the Tesoro family, by way of grants.
- How you can help-
 - A. EFC has two major fundraisers:
 - I. Fall EFC 5K Run at Tesoro HS at 2pm
 - II. EFC Spring Event-Dinner and Dance-in March

www.educationforthechildren.org for more details!