



CCP

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
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Course Design (more)

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

-Technology and PC Applications

- Operating Software – Windows
Applications Software – Word, Excel,
PowerPoint
 - Internet - History, Applications and
Research Techniques, Online Grade
Reporting
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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
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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.
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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.
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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.
2. 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!