

# Capital High School Senior Career Planning



**Instructor:** Mrs. Norman (Office—Room 213)  
**Grade Level:** 12  
**Instructor Email:** [tnorman@helenaschools.org](mailto:tnorman@helenaschools.org)  
**Instructor Phone:** (406) 324-2551  
**Materials Needed:** pencil/pen, paper—EVERYDAY! ☺

**Course Description:** Selecting a college/training program upon graduation is a stressful and expensive venture. The purpose of this course is to provide an opportunity for students to learn about and adopt methods to promote their success in post-secondary training including 2- and 4-year schools, apprenticeships, military and certification programs. Students will complete the FAFSA, college/training applications, personal resume, scholarships and a budget. Students will also be introduced to a variety of colleges/training programs and their resources, selected study skills and personal resource management methods that support success in school and life.

## **Learning Outcomes:**

Through the successful completion of the units and lessons covered in class, students will be able to:

- Identify career clusters and related occupations
- Research and explore careers of interest
- Complete job applications, resumes, cover letters, and mock interviews
- Complete the Free Application for Federal Student Aid (FAFSA)
- Effectively set smart goals
- Explore hard and soft skills
- Explore opportunities beyond high school, including post-secondary education, military, apprenticeships, and careers
- Create personal statements and essays for scholarship applications
- Learn the basics of budgeting and finance
- Understand how to communicate effectively

## **Grade Breakdown:**

Students will be evaluated on class assignments, homework, tests, and quizzes. Each unit of study has many assignments to be completed both in class and independently. Assignments will be given a point value when assigned and total points are collected for the quarter. It is expected that students will come to class prepared to learn and do the work assigned each day. Attendance, participation, and completing assignments on time are keys to success in this class!

## **Grading Scale:**

92 – 100	= A	72 – 77.99	= C
90 – 91.99	= A-	70 – 71.99	= C-
88 – 89.99	= B+	68 – 69.99	= D+
82 – 87.99	= B	62 – 67.99	= D
80 – 81.99	= B-	60 – 61.99	= D-
78 – 79.99	= C+	59.99 AND BELOW	= F

## **Standards:**

**National Standards for Business Education**

<http://nbea.org/newsite/curriculum/standards>

## **Class Rules and Expectations:**

- Follow the **Capital Code**
  - Be Responsible—Be on time and prepared for class
  - Be Respectful—Use appropriate language
  - Be a Graduate—Be an active participant
- Use electronic devices appropriately—for academic purposes only; ask permission for other use
- No food or drink allowed