

Career and College Awareness, Lesson 1
Syllabus

Syllabus
Career and College Awareness

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What is this class?

This class was created as part of a state project with a very long name: Oregon Pathways for Adult Basic Skills' Transition to Education and Work Initiative, more commonly called OPABS. This project grew out of Governor Ted Kulongoski's vision that "[all] Oregonians, residents, and businesses have the skills and resources to achieve economic prosperity." The vision of Oregon Pathways is that, "All Oregonians have access to post-secondary skills, credentials, certificates, and degrees that are valued in the current and future economy leading to good jobs and higher wages."

This class is part of a plan to prepare ABE/GED students to enter college, training programs, and high-demand career areas. Its purpose is to help you achieve your educational and career goals. To do that, it will offer:

- Occupational information
- Strategies for accessing information and for understanding what you find
- Information on college and training programs
- Support in putting together a plan

This class is about career and college awareness AND it is a reading class. It is a reading class because:

- As you explore careers and educational opportunities, you will encounter a wide variety of written materials.
- Many employers say they need employees who can read effectively to follow instructions or to gain information.
- Three of the GED tests are basically reading tests in different subject areas.
- You have to read both to study and to take all five GED tests.
- According to the College Placement Test scores, many students enter college with a reading level lower than what they need for college credit classes.

The focus of this class is career and college awareness. Reading is one important skill for success in college and in many careers. Therefore, we spend some time looking at what reading is and how it works. Then, throughout the class, we will identify and use different reading strategies as we explore the career and college information.

What you need for this class

- An open mind
- Paper and writing utensils
- 3-ring binder with dividers

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In this class you will be given homework every day. Usually the homework is not long or difficult, but doing it will help you understand more and be prepared for the next class.

In addition to practicing reading skills, the content of the course includes:

- Exploring/identifying our learning styles, preferred intelligences, interests and skills.
- Applying this information to thinking about careers and college or training.
- Identifying and thinking about other considerations that could be important in choosing a career.
- Looking at a variety of career information, especially in three in-demand occupational areas:
 - Health Services – focusing on medical assisting and medical records
 - Industrial and Engineering Systems – focusing on welding, construction and automotive repair
 - Business and Management – marketing/professional sales and hospitality
- Learning about college and how to locate information you need in order to make choices about preparing for a particular career.
- Keeping a journal of what you have learned and/or thought – which should help you in creating a career pathway plan

Student-Instructor Expectations:

To create the best learning environment it is important that we each do the following:

- Attend class regularly and promptly.
- Come prepared for class.
- Work to the best of our ability.
- Contribute to a positive learning environment by showing respect towards ourselves and all others in the class.
- Inform each other ahead of time if we know we will be absent.

For next class:

Use the following space to write at least one question you had as you read this syllabus.

1. _____

2. _____

In the space below, write at least 2 words that were unfamiliar or that you didn't understand. If you have a clear understanding of all the words, please write at least two words that you think others might not understand. Try to locate an appropriate definition for each word.

Course Outline

Class #1: WELCOME TO CLASS • Who are we? What is this class? What is reading?	Class #2: GETTING TO KNOW YOU • Steps to Success • Organization of Written Materials • Multiple Intelligences/Learning Styles
Class #3: ANALYSIS OF INVENTORY RESULTS: • Analyzing Learning Styles and Multiple Intelligence Results	Class #4: EXPLORING CAREERS (including in-demand careers)
Class #5: IDENTIFYING SKILLS AND INTERESTS	Class #6: LOOKING TOWARD CAREER CHOICES • More Exploration of In-demand Careers • Work Needs and Work Styles • Matching Ourselves with Jobs
Class #7: MORE CAREER CONSIDERATIONS • Stage of Life & Other Personal Considerations • What Do Employers Want? • How Do My Skills Match Up?	Class #8: STARTING TO CONSIDER COLLEGE • Exploring College Catalogs • Talking with College Students
Class #9: MORE ABOUT COLLEGE – AND ON TO GOAL SETTING • College Catalogs, Websites, and Schedules of Classes • College Representatives • Goal Setting	Class #10: WRAPPING UP AND LOOKING TO THE FUTURE • More College Representatives • Review • The Learner Career Plan • Celebration