



COLLEGE & CAREER READINESS

COURSE OVERVIEW

College and Career Readiness prepares students to successfully navigate life beyond high school, whether their next steps lead to higher education, vocational training, the military, or entering the workforce. Through interactive lessons and real-world activities, students explore personal strengths, values, and interests, investigate postsecondary pathways, and develop key employability skills. The course emphasizes self-awareness, self-advocacy, and practical preparation for college and career transitions, including applications, financial aid, and the hiring process.

Students complete a Portfolio throughout the course to document growth, reflection, and career readiness. This Portfolio serves as a personalized collection of artifacts, including career research, application materials, and reflection exercises, that students can use in future college, scholarship, or job applications.

COURSE LEARNING OUTCOMES

UNIT 1: SELF-DISCOVERY AND ADVOCACY

Aligned with HS.HECPS.A: Seeking Assistance and Self-Advocacy Students explore who they are, what they value, and how to communicate their needs and goals. Topics include identifying strengths and interests, accessing community resources, understanding rights and responsibilities, and practicing self-advocacy in personal and professional settings.

UNIT 2: CAREER EXPLORATION

Aligned with HS.HECPS.B: Career Exploration and Preparation Students research different career pathways—including trades, military, college, and apprenticeships—while practicing employability skills such as collaboration, communication, and problem-solving. They explore local opportunities for internships, volunteering, and service learning.

UNIT 3: POSTSECONDARY PATHWAYS

Aligned with HS.HECPS.C: Postsecondary Readiness Students learn how to navigate postsecondary options, from researching programs to applying for admission and financial aid. Topics include comparing degree and non-degree programs, understanding application requirements, completing the FAFSA/ORSAA, and identifying credible scholarships.

UNIT 4: WORKFORCE READINESS

Aligned with HS.HECPS.D: Workforce Readiness Students gain practical experience with the job search and hiring process. They build a professional résumé and cover letter, practice interview skills, learn how to complete HR forms, and understand workplace rights, responsibilities, and expectations.

ASSIGNMENT DESCRIPTIONS

- **Portfolio** - The Portfolio is a series of guided activities and reflections completed throughout the course. Each Portfolio entry connects to key lessons and allows students to apply what they have learned to their own goals, interests, and future plans. Portfolios help students track their personal growth, explore career and education options, and build practical skills for college and the workforce. By the end of the course, the completed Portfolio will serve as a personalized collection of artifacts that demonstrate readiness for life after high school.
- **Concept Checks** - Concept Checks are intended as self-assessments for students to determine where their strengths and weaknesses are in their understanding of the unit concepts. Concept Checks will also serve as a way for students to communicate with their instructors about questions they may have about the unit. Every other concept check will require the students to meet with their instructor to discuss their learning in a one-on-one live meeting and are labeled as **Concept Check Conversation**. They are meant to be a time for students to reflect on their learning and discuss this reflection with their instructor. Directions on how to schedule this meeting will be provided in the concept check.

GRADING POLICY

High scores will be taken for each assignment and quiz. Students are expected to complete each assignment at Mastery level (80%) or higher.

Grades will be calculated as follows:

Scores in each category will be added together and divided by total possible points for that category and then multiplied by the weight of the category.

CATEGORY WEIGHTS

- Portfolios = 90%
- Concept Checks = 10%

GRADE SCALE:

Percentage	Letter Grade	GPA
95 - 100	A	4.0
90 - 94.9	A-	3.7
87 - 89.9	B+	3.3
83 - 86.9	B	3.0
80 - 82.9	B-	2.7

TECHNICAL REQUIREMENTS

PREREQUISITE SKILLS

Before you begin, you should be able to:

- Complete basic operations with a word processing software.
- Complete basic operations with presentation software.
- Perform online research using various search engines.
- Communicate through email.



CONTACT TECHNICAL SUPPORT

1. Check the [technical support webpage](#) to see if your issue is listed.
2. If your technical issue is not addressed on the technical support page then fill out a [support ticket](#).

CMASAS HONOR CODE

CMASAS is a virtual community where we want all who join our school to feel valued. As a member of our community you have a responsibility to help build this type of environment by following our school's honor code. The honor code is outlined in the Parent-Student Handbook but we have provided a brief overview below.

- **Global citizenship:** Students are responsible for good behavior in our virtual hallways, just as they



are in a classroom or a school hallway. Always use a computer in a way that shows consideration and respect. You are not to use obscene, profane, threatening, or disrespectful language. CMASAS expects students to adhere to the local and country laws applicable to them.

- **Act with academic integrity:** Integrity and authenticity of student work is something that we take very seriously at CMASAS. Do not cut, copy, or plagiarize internet content or the work of your online classmates.
- **Be mindful of copyrights:** Just as copying someone's writing is considered plagiarizing, so is the act of using someone else's photo, comic, joke, or quote without giving proper credit to its creator or author.
- **Be kind:** Communicate in a respectful and kind way, keeping comments and subject matter in posts appropriate.
- **Don't troll:** Avoid hijacking conversation threads for personal gain or steering conversation toward off-topic subjects or personal attacks toward another user.
- **Be sensitive to privacy:** Always limit your audience to a need-to-know basis.
- **Limit the spread of spam:** Spam is the equivalent of junk mail that clogs email inboxes and offers little professional or personal value while potentially opening up the users to hacking.
- **Use proper spelling and grammar:** Communicate with others using proper spelling and grammar. Save acronyms, web jargon, and shorthand for its prospective audience if it must be used at all.
- **Exercise self-control and open mindedness:** All students should exercise self-control, think before speaking, and look for value in the opinions of others.
- **Be respectful:** CMASAS requires that all comments made and opposing viewpoints expressed be done in nonconfrontational and respectful manner.
- **Consider consequences and protect yourself:** Think about the social consequences of any publicly accessible online community forum or other program you interact with.
- **Follow school policies:** All students must follow CMASAS school policies listed at the end of the Parent-Student Handbook.

ACADEMIC INTEGRITY

Academic integrity is founded upon and encompasses the following five values: **honesty, trust, fairness, respect, and responsibility**. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity. Each member of the academic community must stand accountable for his or her actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their professions.

The first responsibility for academic integrity lies with individual students and faculty members of this community. A violation of academic integrity is an act harmful to all other students, faculty, and the school. Deceit and misrepresentations are incompatible with the fundamental activity of this academic

institution and shall not be tolerated. Members of the CMASAS community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others. This Academic Integrity Policy encompasses the duration of the student's enrollment with CMASAS.

Students are expected to practice responsible and honest behavior. Acts of academic dishonesty will not be tolerated at CMASAS and typical offenses are listed but not limited to the following:

- Copying material from other sources and claiming it as your own without citation.
- Soliciting answers from other students, online forums, or search engines.
- Intentional falsification or invention of date, citation, or other authority in an academic exercise.
- Taking someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgment.
- Theft or alteration of materials.