

Career Awareness

	NOW	3 WKS	END	NOTES
Complete a career assessment. Research careers by reading articles, completing internet searches & job shadowing.				
Define careers most in demand in interest area.				
Explore LMI, education or training needed, where training can be obtained and places to work.				
Select the right career for "me", and determine a program of study.				
List education and training needed for: your career choice & the difference between college and technical training and the admissions requirements.				Some helpful websites are: Illinoisworknet, Goodwill .org, Usajobs.gov and Work4illinois.gov.
Practice job seeking skills by using the internet, newspapers and networking with friends.				
Practice job keeping skills by being on time, having a neat appearance & being reliable productive.				
Decide if you are willing to relocate or travel for work.				

STRATEGIES FOR SUCCESSFUL STUDENTS

Select a career goal & a program of study.				
Navigate the College catalog to locate information.				
Explain the difference between academic programs of study, i.e. (certificates, degree or diploma)				
Distinguish between a counselor and an advisor				
Select a college or technical school or other training program. Apply and attend orientation/placement.				
Meet start dates for courses, programs and semesters.				Follow course sequence & pre-requisites. Use the syllabus.
Determine if the course is transferable.				
Learn what academic, financial & social services are available. This will help to: meet family needs such as child/adult day care, housing, buy groceries, medical care, reduce transportation cost & pay for school.				By getting help you reduce stress. Reduced stress leads to academic success.
Make healthy life choices: eat well, rest, exercise, relax & go out doors.				

	NOW	3 WKS	END	NOTES
Use personal help aids: "I can do this.", set short and long term goals, be success oriented, deal with challenges as they arise & practice efficient time management.				
Be responsible for your self. Attend class, arrive on time, bring materials to class, listen/participate in class, complete assignments & meet deadlines.				
Seek support services when needed: i.e. financial, social, emotional, academic, transportation, or child care.				
Determine individual learning style				
Speak to your instructor to establish a personal connection.				
Self-advocate effectively.				Ask questions and look for solutions
Establish a dedicated study area.				
Use basic study skills: Set aside a block of time, learn reading strategies & learn note taking.				
Relate course to "Real life".				
Utilize peer support/study groups.				
READING STRATEGIES				
Look for titles, section headings, and organization.				
Skim material before reading				
Read: first & last sentence, underlined, italicized, & bold words. all graphics & information in the margin.				
Apply skills such as analyzing, interpreting, and evaluating information in documents, charts, graphs & maps, diagrams & boxes.				
Use context clues.				
Write down questions while reading. Use bold words to create questions.				This helps your mind engage and concentrate on the material.
Identify key topics and terms.				
Relate and reword new information into your own knowledge base.				Do this one section at a time. Do not move on until you can answer your questions.
Use effective note taking and personal shorthand to aid with review.				Take notes on lectures & handouts, use graphic organizers, use notecards, review, and make up for any missed classes
Prioritize and set a study plan.				
Keep up with course work.				
Learn the difference between taking an essay test & a multiple choice test.				
Relax /stretch before and during a test.				

TECHNOLOGY SKILLS			
NOW	3 WKS	END	NOTES
Take the computer Basic Skills Self-assessment http://mercury.educ.kent.edu/nifi/projects/technology/skills_assess_basics_skills.htm			
Use mouse, keyboard, & correct terminology.			
Search the internet effectively.			
Utilize IRIS & LLC email with attachments.			
Use e-learning sites.			
Use disk/memory devices & be able to upload and download information.			
Use cloud computing for online storage of pictures, documents & helpful sites.			
Utilize social networking sites.			
FINANCES			
NOW	3 WKS	END	NOTES
Evaluate "How much money is needed"? "Do I need to work"?			
List financial aid & application deadlines.			
Complete FAFSA			
Research & apply for alternate sources of financial aid (grants, scholarships, work-study & loans)			
Speak with financial aid advisor.			
Reduce cost by utilizing online courses & satellite campuses & alternative transportation options.			
Draft a budget.			
MATH COMPETENCIES			
NOW	3 WKS	END	NOTES
Compute whole numbers, decimals, fractions, percents, ratios/proportions			
Use math for problem solving			
Use a calculator to solve and verify calculations			
Demonstrate algebra basics. Including: signed number rules and order of operations.			
Use rounding and estimation.			

