

A light gray background collage featuring various keys and tools, including wrenches, sockets, and screwdrivers, arranged in a scattered pattern.

KEYS TO SUCCESS

Student Name:

Teacher/Semester:

Note to Student:

This booklet was created to focus on your transition to career training or academic classes.

Each semester your instructor will cover specific topics in the booklet and you will be asked to “self-reflect”, or write about what you have learned. All the topics are designed to prepare you to accomplish your career or educational goals.

List of Topics in the Booklet:

- Personal Readiness
- Computer Technology Readiness
- Academic Awareness and Readiness
- Career Job Awareness
- College Knowledge

If there is any topic you wish to add, please ask your instructor. We want you to use this booklet as a guide to planning and achieving the skills needed to be successful.



Personal Readiness

Completion Instructor

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1. Personal Goal Setting
(Identify goals, obstacles and solutions)

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2. Time Management

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3. Stress Management

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4. Financial Management

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5. Peer Mentoring

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6. Self-Assessment

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7. Create a Timeline



I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____



Computer/Technology Readiness

Completion Instructor

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- 1. Computer Basics**
(on/off, open/close programs)

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- 2. Save/Open/Edit/Rename Documents**

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- 3. Basic word-processing**
(Word, Excel, PowerPoint)

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- 4. Typing Speed**

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- 5. Use Internet Search Engines**

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- 6. Attaching and Sending Documents
in e-mails**

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- 7. Blackboard**

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- 8. Web Advisor**

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- 9. Google Functions**

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- 10. Social Media**

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- 11. Presenting with Technology**



I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____



Academic Awareness & Readiness

Completion Instructor

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1. Setting SMART Goals

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2. College Awareness Assessment

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3. Admission Process

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4. Placement Testing

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5. Financial Aid Process

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6. Study Skills and Strategies

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7. Note-taking

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8. Reading Skills (SQ3R Method)

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9. Learning Styles Assessment

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10. Academic Advising

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11. Academic Writing/Research

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12. Academic Speaking/Pronunciation



I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____



Career/Job Awareness

Completion Instructor

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1. Goal Setting

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2. Skill Identification

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3. Career Exploration/GTC Programs

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4. Career Interest Inventory

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5. Informational Interviews

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6. Job Search

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7. Resume and Cover Letter

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8. Application Practice

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9. Interview and Follow-up

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10. Career/Job Fair/Workshops

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11. Other



I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____



College Knowledge

Completion Instructor

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1. Academic Vocabulary

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2. College Catalogue & Schedule

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3. Program Visits

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4. Class Observation

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5. Campus Tour

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6. Computer Resources

(Library Learning Links)

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7. Using Gateway e-mail/website

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8. Guest Speaker

(College Representative)

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9. Career and Educational Planning

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10. Information Networks



I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____

I learned:

Date: _____

Instructor: _____



Self-Reflection

My goal is to be . . .

[illegible]

To reach this goal I need to . . .

[illegible]

Semester Achievements:

Semester Achievements:

Semester Achievements:

Semester Achievements:



Semester Achievements:

Semester Achievements:

Semester Achievements:

Semester Achievements:



References

The following resources were consulted to create this booklet.

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