

American Christian Academy Career Prep Standards 2025

Content Standards

- 1) Demonstrate knowledge of a systematic approach to a decision-making process (specifically, opportunity costs and trade-offs), including factors regarding academic planning and career development, financial literacy, and technology.
- 2) Understand the effect of workplace behaviors.
- 3) Analyze personal skills, interests, and abilities and relate them to current career opportunities.
- 4) Determine the correlation of personal preference, education, and training to the demands of the workforce.
- 5) Investigate the postsecondary/higher education admissions process, including completing admission and financial aid applications (e.g., Free Application for Federal Student Aid (FAFSA), grants, loans, scholarships, personal financing).
- 6) Examine the employment process, including searching for a job, filling out a job application, writing a resume, developing and practicing interview skills, and completing required employment forms (e.g., W-4, I-9).
- 7) Generate an electronic portfolio using digital tools (e.g., Webpage, wikis, blogs, podcast), including a cover letter; a current resume; a completed job application; interest, aptitude, and achievement assessment results; curriculum samples (e.g., academic research, educational projects); four-year high school educational plan; education/career preparedness checklist; and other examples of academic and career preparedness achievements (e.g., student organizations, club memberships, honors, credentials, certificates, awards, community service experiences, recommendations).
- 8) Demonstrate advanced technology skills, including compressing, converting, importing, exporting, backing up files, and transferring data among applications.

- 9) Demonstrate appropriate digital citizenship through safe, ethical, and legal use of technology systems and digital content.
- 10) Develop a plan for managing earning, spending, saving, and giving using spreadsheets, online resources, or commercial software.
- 11) Distinguish differences between the purpose of saving and the objectives associated with investing.
- 12) Analyze various types of financial institutions.
- 13) Demonstrate how to manage checking and savings accounts, balance bank statements, and use online financial services.
- 14) Determine advantages and disadvantages of using credit.
- 15) Examine why credit ratings and credit reports are important to consumers.
- 16) Determine the type of insurance associated with different types of risks, including automobile, personal and professional liability, home, apartment, property, health, life, long-term care, and disability.
- 17) Develop a plan for financial security in the event of disaster, including secure storage of financial records and personal documents, available cash reserve, household inventory list, and medical records retention.

Biblical Standards

- 1) Demonstrate the axiom that everything belongs to God, and we are to be good stewards with everything that we receive from God including our personal finances.
- 2) Determine the importance of tithing.
- 3) Understand leadership as a form of service and prepare to lead in future careers with humility, compassion, and a desire to serve others.