



# SASD Act 339 Career Readiness Classes

Student's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Pennsylvania requires all school districts to have a K-12 School Counseling Plan as part of Chapter 339. This plan addresses the importance of career planning for all students related to labor market projections and workforce needs. Shamokin Area School District's Chapter 339 Plan aligns with the Pennsylvania Department of Education's Academic Standards for Career Education and Work. There are four main standard concentration categories. They include Career Awareness and Preparation (discovering self-awareness, interests and relationships), Career Acquisition (getting a job), Career Retention and Advancement (keeping a job), and Entrepreneurship (creating a job).

**Students need to complete the below classes to satisfy the Middle/ High School Classes to satisfy the Pa state requirements for Act 339**

- Visit [www.smartfutures.org](http://www.smartfutures.org) and use your student credentials to log in and begin working.
- Take the smart futures survey if you have not completed it.
- Click on the Skills Lightning bolt Badges on the left side of the screen.
- Pick 5 of the classes listed below to complete.
- Check the box on the left for each class you did and label what date you completed it.



Date Completed: _____	<b>Basic Computer Skills</b> Digital Literacy: Essential Computer skills
Date Completed: _____	<b>Internet Basics</b> Digital Literacy: Essential Computer skills
Date Completed: _____	<b>Using Email</b> Digital Literacy: Essential Computer skills
Date Completed: _____	<b>Windows 10</b> Digital Literacy: Essential Computer skills
Date Completed: _____	<b>Mac OS</b> Digital Literacy: Essential Computer skills
Date Completed: _____	<b>Microsoft Word</b> Digital Literacy: Essential Software skills
Date Completed: _____	<b>Microsoft Excel</b> Digital Literacy: Essential Software skills
Date Completed: _____	<b>Microsoft Powerpoint</b> Digital Literacy: Essential Software skills
Date Completed: _____	<b>Social Media</b> Digital Literacy: Using Technology
Date Completed: _____	<b>Information Literacy</b> Digital Literacy: Using Technology
Date Completed: _____	<b>Career Search Skills</b> Digital Literacy: Using Technology
Date Completed: _____	<b>Your Digital Footprint</b> Digital Literacy: Using Technology