## MANCOS

## HIGH SCHOOL



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2023-2024
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Course Catalog

## Graduation Requirements

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

## State and district content standards

All students must meet or exceed state and district academic content standards prior to becoming eligible to graduate or complete the requirements and goals as listed on a student's Individualized Education Program (IEP), which may include modified academic content standards.
Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/ guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.

## Units of credit needed

A credit is defined as the amount of credit given for the successful completion of a course which meets four days per week for a minimum of one class period for a calendar year or the equivalent. Successful completion means that the student obtained a passing grade for the course.
The following criteria shall entitle a student to a high school diploma:

- Achievement in content standards as demonstrated by mastery of the curriculum which may include, but is not limited to: daily classroom assignments, the district assessment program, classroom assessments, and student participation in, and completion of, assigned projects.
- Completion of core requirements plus elective credits in grades nine through twelve in the prescribed categories listed below.
- Students will have the option to choose from two types of diplomas: Honors Diploma or General Diploma.
- Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP) which may include modified content standards.

| Class | Honors | General |  |
| :--- | :--- | :--- | :--- |
| English | 4 credits |  | 4 credits |
| Mathematics | 4 credits |  | 3 credits |
| Science | 4 credits |  | 3 credits |
| Social Studies | 3 credits |  | 3 credits |
| PE | 1 credit |  | 1 credit |
| Health | 1 credit |  | 1 credit |
| Foreign Language** | 2 credits |  | 1 credit |
| Electives Academic | 5 credits |  | 4 credits |
| Electives General | 2 credits |  | 6 credits |
|  |  | 26 credits |  |
|  |  |  |  |

- As of 2010, the Colorado Commission on Higher Education requires 4 credits of Mathematics for admission to a four-year college or university.
** Many colleges require 2 credits of Foreign Language for admission to a four-year college or university.


## Class of 2020 and Beyond

Students will need to demonstrate competency in Reading and Math academic areas. The state's competency level determinations for English and Math are set to match proficiency levels on the state assessment, higher education's cut scores for placement in credit bearing classes, industry certificates, and the military's cut scores for academic consideration for preferred career training. They are designed to be of approximate comparable rigor and will be refined, improved, and added to over time. Students must demonstrate competency in each content area using any one of the items in the competency demonstration menu for that content area

## Advanced Placement

| Reading, Writing and Communicating | Mathematics <br> 2 | AP exams test students' ability to perform at a college level. Districts <br> choose which AP exams will fulfill this menu option. Scores range from <br> 1 to 5 (highest). |
| :---: | :--- | :--- |

## ASVAB

Reading, Writing, Communicating, and Mathematics

31 on the AFQT

The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.

Concurrent Enrollment

Reading, Writing and Communicating
Passing grade per
district and higher
education policy

## Mathematics

Passing grade per district and higher education policy

## Concurrent enrollment provides students the opportunity to enroll

 in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1 ) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course, and 3) governed by a district-level cooperative agreement or MOU. Districts choose which courses will fulfill the option.
## District Capstone

Reading, Writing and Communicating
Individualized

## Mathematics <br> Individualized

A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.

## Industry Certificate

Reading, Writing and Communicating
Mathematics
Individualized Industry certificates are credentials recognized by business and industry. They are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.

## International Baccalaureate (IB)

Reading, Writing and Communicating $\quad$ Mathematics

IB exams assess students enrolled in the official IB Diploma Programme. Districts choose which IB exams will fulfill this option. Scores range from 1 to 7 (highest).

SAT - Scores updated for SAT (2016)
Reading, Writing and Communicating 470

## Mathematics

500

The SAT is a college entrance exam. The SAT includes sections on reading, writing and math. The highest possible score for each section is 800 .

## Collaboratively developed, standards-based performance assessment

Reading, Writing and Communicating
State-wide scoring criteria

## Mathematics

State-wide scoring criteria

For this option, students use an authentic application of Essential Skills for Postsecondary and Workforce Readiness, through the creation of a complex product or presentation.

Students must successfully complete an Individual Career and Academic Plan (ICAP). Students will follow a course of study or pathway based on their ICAP.
Students will be required to pass the Advisory Period every semester of enrollment. In advisory period, students will engage in and work on:

- ICAP
- Character Development
- Community Service

As a school district we would also highly suggest that all students develop a long term Community Service project (NOT REQUIRED TO GRADUATE) which will be very beneficial to all students who plan to graduate and move onto Post- education. We have found many scholarships and grants require multiple hours of Community Service to satisfy scholarship requirements. All students who receive 80 or more hours of Community Service will be recognized by wearing Colored Cords during their graduation ceremony.

MENU OF OPTIONS: This menu lists the minimum scores required.

| ACCUPLACER |  |  |  |
| :---: | :---: | :---: | :---: |
| U | Reading, Writing and Communicating <br> 62 on Reading Comprehension OR 70 on Sentence Skills | Mathematics 61 on Elementary Algebra | ACCUPLACER is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic Background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels. |
|  | Reading, Writing and Communicating <br> 241 on Reading OR <br> 236 on Sentence Writing | Mathematics <br> 255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS) |  |


| ACT |  |  |
| :--- | :--- | :--- |
| Reading, Writing and Communicating <br> 18 on ACT English | Mathematics <br> 19 on ACT Math | ACr is a national college admissions exam. It measures four subjects - <br> English, reading, math and science. The highest possible score for each <br> subject is 36. |

ACT WorkKeys - National Career Readiness Certificate

## Reading, Writing, Communicating, and Mathematics

Bronze or higher

ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students must score at the bronze level (a score of at least 3) in all three assessments-Applied Mathematics, Graphic Literacy and Workplace Documents - and they will earn the ACT's National Career Readiness Certificate.

## English

English I: This course emphasizes the fundamental language skills of reading, writing, speaking, listening, thinking, viewing and presenting. An emphasis on vocabulary, reading, and composition skills will be an on-going part of the program. The course includes studies of various literary genres: short story, poetry, novel, drama, and non-fiction. The development of critical reading and writing skills is a major emphasis of the course.

English II: This course builds upon the skills students gained in English I by applying the skills to new content. The emphasis is on preparing to read Shakespeare, Romeo and Juliet, Greek mythology, hero stories, and The Odyssey. Study will include the exploration of English as a developing and changing language. Students continue to grow their reading, writing, speaking, listening, thinking, viewing and presenting skills.

English III American Literature: This course continues emphasis on composition skills and literary analysis through a focus on the American Experience. Studies begin with an overview of American literature and we move through the major literary movements beginning with the oral tradition. Students study rhetorical analysis, logical fallacies, and argument writing. Students will be studying the development of American literature and important American authors.

English IV: Twelfth grade English focuses on reading and responding to Dystopian Literature. Core texts include Lord of the Flies, Fahrenheit 451, and Macbeth. A final portfolio project will also be completed in order to graduate. Students will complete projects, tests, and essays to demonstrate their knowledge of these texts. The study of vocabulary and the mechanics of grammar in and out of context are also focal points of the curriculum. Seniors will also create a resume, cover letter and show a basic understanding of what is expected in a job interview.

English Composition I: ENG 1021 (3cr): Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course will include a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

English Composition II: ENG 1022 (3cr): Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative and/or persuasive papers that incorporate research. Prerequisite(s): ENG 1021.

## Math

Algebra I: This is a first year algebra course in which you will learn to reason symbolically. The key content involves writing, solving, and graphing linear and quadratic equations, including systems of two linear equations in two unknowns. Quadratic equations are solved by factoring, completing the square, graphically, or by application of the quadratic formula. The course also includes study of monomial and polynomial expressions, inequalities, exponents, functions, rational expressions, ratio, and proportion. Algebraic skills are applied in a wide variety of problem-solving situations.

Geometry: This course is designed to emphasize the study of the properties and applications of common geometric figures in two and three dimensions. It includes the study of transformations and right triangle trigonometry. Inductive and deductive thinking skills are used in problem solving situations. It also emphasizes writing proofs to solve (prove) properties of geometric figures.

Algebra II: This course is designed to build on algebraic and geometric concepts. It develops advanced algebra skills such as solving systems of equations, advanced polynomials, imaginary and complex numbers, quadratics, and includes the study of trigonometric functions. It also introduces matrices and their properties.

Technical Mathematics: MAT 1150 (4cr): Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs and/or finance. These are presented at an introductory level and the emphasis is on applications.

College Algebra: MAT 1340 (4cr): Explores topics including intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and nonlinear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations. This course is one of the statewide Guaranteed Transfer courses, GT-MA1.

College Trigonometry: MAT 1420 (3cr): Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. This course is one of the statewide Guaranteed Transfer courses, GT-MA1. Prerequisite(s): MAT 1340.

## Science

Biology: This course includes a study of living organisms and vital processes. Themes that will be covered in this course include scientific skills, ecology, biochemistry, cellular processes, genetics, evolution, classification of organisms, as well as plant and human body systems. The course includes laboratory experiments designed to reinforce course content.

Physical Science: Physical Science is the study of matter and energy and includes chemistry and physics. It is a basis for the further study of chemistry and physics. Labs or investigations are used to give students hands-on learning and practical applications as well as to teach the material. Math is also very important to science students and calculators should be brought and used in class. Topics that will be studied include: matter, the periodic table, elements, mixtures, compounds, chemical reactions, light and electromagnetic spectrum, energy, heat, motion, Newton's laws and momentum.

Physics: In this algebra based course students will learn about basic topics such as motion, forces, energy, momentum, heat and heat transfer, waves, electricity, and magnetism. Students will be engaged in scientific inquiry, investigations, and labs so that they develop a conceptual understanding and basic scientific skills.

Chemistry: Chemistry is the study of the structure and composition of matter that makes up living things and their environment. Chemistry also deals with the study of the changes of matter and the mechanisms by which changes occur. This course is recommended for college-bound students. This class covers topics such as matter, chemical reactions, solutions, and nuclear chemistry. Virtual labs and/or simple at home labs are conducted for most chapters. Lab reports must be submitted, organizing data and answering questions for the experiment.

Basic Anatomy \& Physiology: BIO 1006 (4cr): Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program, and the Medical Office Technology Program.

## Social Studies

World History: World History is a chronological, thematic, and comparative study of the world, with an emphasis on 1450 to present. Students will examine themes that span regions and will focus on the interaction of world citizens and ideas from the First Global Age through the 20th Century. Students will be engaged in an in-depth study of some eras and will be asked to complete independent research, apply critical thinking and examine multiple perspectives on world issues.

United States History: United States History focuses on American History from Reconstruction into the 21st Century. Students will deepen their understanding of current events and participate in an enriched study of the 20th century, tracing the development of social, political, and international relations of the United States. Students will be required to critically examine how our recent history impacts the present day.

Government/Civics: This course reviews the basic concepts of United States Government from pre-revolutionary days to the present time, the functions of national, state, and local governments and their relationships to the citizens of the United States. The responsibilities and obligations of both the citizen and the government to each other are an integral part of this course. The course will combine the historical foundations with analysis of current events. Students will be encouraged to simulate, observe and participate in local government. Current economic issues will serve as a foundation for the application of economic theory in this semester course. Analysis of the United States economic system as it relates to the individual and building financial literacy will be a focus. Specific units will cover microeconomic concepts such as the Law of Supply and Demand, factors of production, and the business cycle. Macroeconomic topics will include money and banking, basic monetary and fiscal policy, international trade and the impact of globalization. Comparative economic systems will also be introduced.

## Foreign Languages

Basic Sign Language I: ASL 1101 (3cr): Provides students with the basic knowledge of communicating with the deaf community. Students will develop basic vocabulary and conversational skills and will be introduced to aspects of the deaf culture and community.

Basic Sign Language II: ASL 1102 (3cr): Successful completion of ASL 101 or instructor approval. Continues the sequence for students who want to learn basic conversational patterns to communicate with the Deaf community. The material covers basic vocabulary and conversational skills, and aspects of the Deaf culture and community.

## PE/Health

Outdoor Education: The goal of Outdoor Education class at Mancos High School is to help students explore, personalize, and adopt healthy behaviors through the means of the great outdoors, in the classroom, and Physical Education settings. Students will learn, practice, and apply skills that will assist students in making choices necessary to lead an active and healthy lifestyle. Students will acquire skills in the following domains; outdoor skills, survival training, craftsmanship, outdoor sports, team sports, individual sport, personalized fitness training, planning and goal setting, decision making, communication, and advocacy. Upon completion of this course students will earn a Physical Education credit. Sports activities and fitness activities will be integrated throughout the course due to the limited access to field trips and everyday accessibility to the forest.

Strength \& Conditioning: Topics include systematic body weight training, strength training, plyometric training, speed \& agility training, physiology of exercise, and other training methods.

Health: The goal of the Health Education curriculum at Mancos High School is to help students explore, personalize, and adopt healthy behaviors. Students will learn, practice, and apply skills that will assist students in making choices necessary to lead an active and healthy lifestyle. Students will

## Academic Electives

Creative Writing: ENG 2021 (3cr): Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

Introduction to Literature I: LIT 1015 (3): Introduces students to fiction, poetry and drama. Emphasizes active and responsive reading. This course is one of the statewide Guaranteed Transfer courses

World Mythology, Fables, and Folklore: Students will develop a cross-cultural perspective on different mythologies, fables, and folklores from around the world. We will explore different theories to different cultural meanings of different stories that have been told throughout human history. We will explore the various meanings and interpretations for these stories from culture to culture and discover why and how different stories and myths began both through written and oral origins.

Performing Arts: (Band) This course is designed to give the student an enriching and diverse instrumental music education. This class provides a number of performance opportunities for the student in a variety of settings. The daily objective of the course is to foster and promote musical growth through the study of band literature. Students will also study musical techniques, theory, history, creation of music, and simultaneously learn to cooperate and collaborate in a musical setting. Musical experience is highly preferred but not required, see instructor to discuss this potential. (Music Composition) Students enrolled in this section will have the opportunity to compose or create music within their own stylistic preferences using any number of music creation techniques including but not limited to: music notation software such as Noteflight, Sibelius, or Finale, or loop based programs such as Soundtrap, Garage Band, or Pro Tools. No musical background is required. Through various composition and music analysis exercises students will use the PBL model to design, work on, reflect on, and produce a project to be shared at the end of the semester.

Art: Students will begin or continue to study art. We will explore what it means to be an artist, technical skills for particular processes, and understanding/using the language of artists.

Fine Arts: This is a combination class with Art and Music Comp or Band. By taking Art two days a week and Band or Music Comp two days a week, you develop skills and interests in both subjects without having to choose one over the other.

Personal Finance: Understanding and managing personal finances are key to one’s future financial success. This course is based on the National Standards in K-12 Personal Financial Education and presents essential knowledge and skills to make informed decisions about real world financial issues. Students will learn how choices influence occupational options and future earning potential. Students will also learn to apply decision-making skills to evaluate career choices and set personal goals. The course content is designed to help the learner make wise spending, saving, and credit decisions and to make effective use of income to achieve personal financial success.

ProStart Culinary 1: In this class, you will take a firsthand look at the fast-paced and exciting culinary industry. You will master culinary techniques such as stocks, sauces and soups, fruits and vegetables, and potatoes and grains. A heavy emphasis is placed on safety and sanitation, including preparing and serving safe food and preventing accidents and injuries. You will learn about successful customer relations, communication skills, management and food service costs. We also learn about the history of the foodservice industry and techniques used to build a food service career.

ProStart Culinary 2: ProStart II is a continuation of ProStart I. The industry emphasis for ProStart II is nutrition, operational costs, and marketing. The culinary focus is breakfast, sandwiches, salads, meats, desserts, and global cuisine.

Safety for Welders: WEL 1000 (1cr): Covers the hazards of welding on health and safety.
*Allied Cutting Processes: WEL 1001 (4cr): Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.
*Basic Shielded Metal Arc I: WEL 1003 (4cr): Covers Shielded Metal Arc Welding (SMAW) operation utilizing E-XX10 electrodes.
*Basic Shielded Metal Arc II: WEL 1004 (4cr): Covers Shielded Metal Arc Welding (SMAW) operation utilizing E-XX18 electrodes.
*Successful completion of WEL 1001/1003/1004 will earn a Introductory Structural Certificate
*Blueprint Reading for Welders and Fitters: WEL 1006 (4cr): Covers interpretation and creation of weld symbols and blueprints used in metal fabrication. Prerequisite(s): WEL 1001 or WEL 1002
*Gas Tungsten Arc Welding I: WEL 1024 (4cr): Covers Gas Tungsten Arc Welding (GTAW) operations in various positions and joint designs.
*Introduction to Gas Metal Arc Welding: WEL 1025 (4cr): Covers welding in all positions and on various joint configurations using the GMAW (mig) welding process on carbon steel, stainless steel and aluminum. Students should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints and safety in the welding industry. Prerequisite(s): WEL 1024
*Successful completion of WEL1006/1024/1025 will earn an Intermediate Structural Certificate
*Successful completion of WEL 1001/1003/1004/1006/1024/1025 will prepare students for the performance-based test to earn an American Welding Society industry certification

Patient Care Technician: The PCT program prepares a student to work as an entry-level patient care technician in a clinic, hospital, nursing home or long-term care facility. Students will learn how to perform basic laboratory procedures, check vital signs, assist in medical examinations, and perform phlebotomy procedures.

Emerging Leaders: Designed to focus on life skills/social emotional learning, leadership skills, character development, positive class/campus relationships and school wide community building. Students taking this course should be interested in being a school leader and working as a team to make an impact on Mancos High School's culture and climate. In this course students will develop and execute their own initiatives, including but not limited to running school assemblies, celebrations for students and staff, and supporting and celebrating appropriate student behaviors (PBIS). Students will need to be committed to developing a plan for the yearbook, while being able to attend and chronicle various Mancos High School events.

Unmanned Aircraft Systems Flight and Control: UAS 1040 (3cr): Introduces principles of flight and control as applied to Unmanned Aeronautical Vehicles (UAVs). This course includes principles of flight, mission planning, systems control, and safety of personnel, safety in the operational environment, and compliance with regulations and procedures. Human factors analysis focusing on crew resource management is also introduced.

Unmanned Aircraft Systems and safety: Foundation: UAS 1050 (3cr): Provides an understanding of the capabilities and limitations of Unmanned Aircraft Systems (UAS) technologies including the hardware and software configurations and gain a holistic view of concerns facing UAS integration into the National Airspace System.
*Successful completion of UAS 1040/150 prepares students to take the Federal Aviation Administration License.

Drone Careers: The drone industry is a train that continues to build momentum and shows no signs of slowing down. This High School elective focuses on giving real world experience to our newly 107 certified drone pilots. We will build partnerships within our local community that will give students an opportunity to experience flying their drone in a commercial setting. In this class we will focus on flight skills, filming techniques, and video editing in order to provide our customers with a polished final product.

Introduction to Entrepreneurship: ENP 1005 (3cr): Explores the business skills, personality traits, and commitment necessary to successfully plan, launch, and grow an entrepreneurial venture. This course will cover the challenges and rewards of entrepreneurship. This course will cover the role of entrepreneurial businesses in the United States and the world and their impact on our national and global economy.

Marketing for the Entrepreneur: ENP 2005 (3cr): Covers marketing strategies to launch and sustain an entrepreneurial venture. This course will include topics on marketing entrepreneurial ventures utilizing innovative and financially responsible marketing strategies. This course will help students to develop an understanding of entrepreneurial marketing goals and objectives. The course covers marketing principles and electronic marketing.

Entrepreneurship 3: This course advances student work from the entrepreneurship prerequisites, including adopting, implementing, and launching their business. In addition, the program offers students an authentic entrepreneurship experience. In this program, students can create a product or service. Real entrepreneurs and business experts serve as volunteer coaches and mentors, guiding student teams through the Lean Startup process of developing hypotheses about a business concept, testing those hypotheses, adapting, and more. The program also includes foundational topics such as marketing and finance.

Realty: Real Estate (Assistant certificate under $18 \mathrm{y} / \mathrm{o}$ or state license $18 \mathrm{y} / \mathrm{o}$ )
This course meets the 168 total hours of required education to obtain a Real Estate Broker License in Colorado: 48 hours - Real Estate Law \& Practice, 48 hours - Colorado Contracts \& Regulations, 8 hours - Trust Accounts \& Recordkeeping, 8 hours - Current Legal Issues, 24 hours - Real Estate Closings, and 32 hours - Practical Applications. In addition, this course will prepare students for their license ( $18 \mathrm{y} / \mathrm{o}$ ) or receive an assistant certificate from working in the real estate office.

Anthropology: Anthropology is the study of human origins and culture. In this class, students will explore the two central fields of Anthropology, which are Archaeology and Cultural Anthropology. The content will focus on human evolution, technology, archaeological records/methods, and cultural studies of global cultures around the world. Students will have the opportunity to do an in-depth study of a culture of their choice, in which they compare and contrast it with our own American culture.

Forensic Science:Forensic Science is an advanced, high school elective course designed to provide students with hands-on experiences in various aspects of a criminal investigation. Our curriculum will focus on forensic science in which students ask questions and define problems, develop and use models, plan and conduct investigations, analyze and interpret data, construct explanations and design solutions as they consider crime scenes, evidence, and protocol.

## General Electives

Academic Support: Designed to help high school students succeed in their required academic courses by providing additional instructional time and subject-specific learning strategies for students who need the extra assistance. Academic support classes may also provide opportunities for students to work on homework and supplemental assignments to practice their academic skills. An academic support class is considered a companion course to a required academic course such as English/Language Arts I, Algebra I, and/or Geometry.

Student Aide: Students are assigned to work with a teacher for one class period during the school day, assisting the teacher with tasks as needed.

Work Study: Work Experience is an opportunity for students to earn credit for working outside of school. Work Experience is an innovative way to support students with high school completion and their enthusiasm to join the work world.

Internship: Internships are unpaid, career-focused experiences during which students become directly involved in the workplace. This experience provides an opportunity for a student to learn additional skills and define career goals.

