

Teaching Unit: ***Unit 1: Class Overview/Career Portfolio Intro***  
Essential Understandings

1. Have a realistic view of career plans in relationship to education.
2. Develop an expanded vision of future adult life.

Sub Topic: ***Setting the Semester Stage***

Knowledge and Skills

1. Use a career planning process that includes self assessment, personal development, and a career portfolio as a way to gain initial entry into the workplace.
  2. Demonstrate effective job seeking skills.
  3. Assess personal educational and career skills that are transferable between and among various jobs.
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Teaching Unit: ***Unit 5: How Do I Get It? Part 2: Getting Experience and Where Do I Go From*** Sub Topic: ***Job Seeking Skills***

Essential Understandings

1. Have a realistic view of career plans in relationship to financial considerations.
2. Recognize the impact Career choice has on personal lifestyle.

Knowledge and Skills

The student analyzes personal interests, experience and aptitudes regarding job seeking skills. The student is expected to:

create a personal career portfolio;

make oral presentations that fulfill specific purposes using appropriate technology;

develop and analyze tables, charts, and graphs related to career interests;

determine the impact of technology on careers of personal interest; and

identify entrepreneurial opportunities within a field of personal interest.

identify the steps for an effective job search;

describe appropriate appearance for an interview;

participate in a mock interview.

develop a resumé;

write appropriate business correspondence such as a letter of intent and a thank you letter;

complete sample job applications;

explain protocol for use of references.

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Teaching Unit: ***Unit 6: Portfolio Culmination (Semester Long Final Project)***

Sub Topic: ***Career Portfolio Wrap Up***

Essential Understandings

Knowledge and Skills

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Teaching Unit: ***Unit 4: How Do I Get It? Part 1: Solving Problems and Setting Goals***

Sub Topic: ***Setting a Plan to Reach Your Goals***

Essential Understandings

- Have a realistic view of career plans in relationship to financial considerations.
- Recognize the impact Career choice has on personal lifestyle.
- Budgeting through the allocation of funds from a cumulative annual salary.
- Every career/lifestyle has both rewards and sacrifices associated with them.
- Professional life satisfaction can be found through education and training.

Knowledge and Skills

- Demonstrate an understanding of the relationship between the changing nature of work and educational requirements.
- Demonstrate an understanding of the integration and application of academic and occupational skills in school learning, work, and personal lives.
- Use knowledge and theories of growth and development to help balance multiple responsibilities.
- Demonstrate an understanding of the importance of community involvement to family and community life.
- Demonstrate an ability to manage personal resources.
- Assess personal, educational, and career skills that are transferable among various jobs.
- Demonstrate an understanding of how humans change and adapt technology to their benefit.

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Teaching Unit: ***Unit 3: Career Research Presentations/Job Shadow***

Sub Topic: ***Community Connections***

Essential Understandings

- The Future is much more satisfying when one can identify a goal, create a game plan for reaching the goal and effectively completing each task efficiently.
- Work is not only a way to make a living, but also personal development, as well as a part of a person's identity.
- Recognize the scope and diversity of an individual's accomplishments on a daily basis.
- Each individual has a different definition of success and the only one they need to meet is their own.

Knowledge and Skills

- Use a career planning process that includes self assessment, personal development, and a career portfolio as a way to gain initial entry into the workplace.
  - Demonstrate an understanding of the integration and application of academic and occupational skills in school learning, work, and personal lives.
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Teaching Unit: ***Unit 2: What Do I Want?: Employment***

Essential Understandings

Explores personal interests and aptitudes will aid in the ability to relate education and experience to career planning.

Have a realistic view of career plans in relationship to education.

Sub Topic: ***Career Pursuit***

Knowledge and Skills

1. Demonstrate the leadership and membership skills necessary to succeed as a member of a team.
  2. Analyze skills and abilities required in a variety of career options and relate them to their own skills and abilities.
  3. Demonstrate an understanding of the relationship between the changing nature of work and educational requirements.
  4. Use a career planning process that includes self-assessment, personal development, and a career portfolio as a way to gain initial entry into the workplace.
  5. Assess personal, educational, and career skills that are transferable among various jobs.
  6. Explain the problems and possible benefits of involuntary changes in employment, including information on what actions the employee can take to make it easier to find a new position or to become self-employed.
  7. Demonstrate an understanding of the integration and application of academic and occupational skills in school learning, work, and personal lives.
  8. Demonstrate an understanding of how humans change and adapt technology to their benefit.
  9. Use mathematical, scientific, and technological tools to design and apply solutions to a community problem.
  10. Demonstrate an understanding of workplace safety and human factors in the development of products, services, or processes.
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