**Career Development III Class**

**Teacher: Mrs. Campbell Grades:** 11 Block: 3A

Credit/Length: 1/2 credit 1 Semester of Elective credit

**Course Description:**

The Career/Transition Class focuses on post-secondary planning for employment,

recreation/leisure, home living, community participation and post-secondary education.

The class also reviews prevocational skills necessary for competitive employment.

The semester class covers the following units: Self-Assessment, Exploring Careers, developing

a Career Plan, finding a Job, Beginning a Job, Interpersonal Relations, Consumer Skills, and

Lifelong Learning. There are two primary objectives of this class: 1. to learn the skills

necessary to locate and apply for a job, 2. to develop skills necessary to hold a job and lessons

for adult living.

**Classroom Expectations**

• Prompt

• Present

• Prepared

• Participate

Career Development Club Every student will be required to work a specified

amount of time with the Career Development Club by preparing popcorn or participating in

our simulated craft business during first semester. Attendance at pre-planned and student

selected session will earn credit for this time. (Sign-up in class.)

· Required amount of time 1st SEMESTER - 2 shifts

Ex: Game night/after school event = 1 shift

**Grading:**

• Daily work, quizzes, test points are weighed the same.

• Student is accountable for getting makeup work when gone.

• Career Ready Practices Rubric may be used to assess a student’s career skills.

• Final grades will be calculated: Q1- 50% and Q2- 50%

• Develop interview skills

• Learn about post-secondary training options available to students

**Week 1:** Introduction to Class, Rules, and what to expect

What is work? Why do people work?

The world of work is changing

**Week 2:** The Job Outlook

Work, Change, and Lifelong Learning

Making Decisions

**Week 3:** Your Lifestyle Goals

Your Values, Interests, Aptitudes & Abilities

Your Personality and Learning Styles

**Week 4:** Researching Career Options

Learning from Experience

Your Career Expectations

**Week 5:** Evaluate your Career Choices

Make your Decision

Plan how to Reach your Goal

Steps along the way

**Week 6:** Education and Training

**Week 7:** Finding Job Leads

Preparing to Apply

**Week 8:** Job Applications

**Week 9:** Preparing a Resume

Cover Letters

**Week 10:** What is an Interview?

Prepare Your Answers

Arrive on Time and Prepared

Have a Good Attitude

Speaking for Success

***Midterm Check***

**Week 11:** Follow up After the Interview

Practice Interviewing Techniques

Write a Thank You Note

**Week 12:** What to Expect Your First Day on the Job

Orientation

The Relationship between Employer and Employee

Payment

**Week 13:** Benefits

Performing Reviews

Preparing for Job Loss

**Week 14:** What Do Employers Want? What Are Ethics?

Self-Management Honesty

Loyalty Interacting with Others

**Week 15:** Develop a Positive Attitude Be an Effective Coworker

Develop Self-Esteem Working Well with Others

Develop your Personal Traits Workplace Etiquette

Conflict Resolution Diversity in the Workplace

**Week 16:** Teamwork in the Workplace Time Management

Total Quality Management Organize your Work

What is Leadership? Be a Smart Consumer

**Week 17:** Managing Your Money

Financial Responsibility

Saving and Investing

Checking Accounts and Credit

**Week 18:** What is Insurance?

Taxes

Social Security

**Week 19:** Setting up Your Own Household

Work, Family, and Community

***Semester Final***

**Communication:**

• Email: acampbell@west-fargo.k12.nd.us Phone: 356-2050 for head office or 499-

1863 for voicemail/office.

• Check PowerSchool grades often to make sure students work is completed and

correct.

Do not hesitate to email or call me with any questions or concerns!