Career Dev. I & II 1st Sem Syllabus

**Grade:** 9-10

**Credit/Length:** 1/2 credit Per Semester

**Course Description:**

Learn basic work skills that will hopefully transfer into the world of work. This would be accomplished thru class projects in the workshop and volunteer worksites within the community. We will also be using the “Entering the World of Work” textbook to create a better understanding of ones-self and what is needed to succeed in the work force of today.

**Course Objectives:**

1. Hands on work experience in workshop and within community.
2. Wood Craft items
3. Wood project 1st Sem. Layout – materials – price
4. Follow all rules and regulations that worksite’s have in place.

(If rules and regulations are not followed student will be removed from the worksite)

1. In Class discussion of “Entering the World of Work”
2. Have discussions on possible employment opportunities for high school students.
3. Learn and follow all safety procedures in a workplace setting.

**Classroom Expectations:**

\* Prompt

\* Present

\* Prepared

\* Participate

**Grading:**

* Workshop and Worksite week Evals
* Book assignments weekly

**Requirements:**

* Participate in class and on the job site
* Students must wear proper safety equipment in class (safety glasses-aprons-gloves-closed shoes-hearing).
* Students will be required to assist in clean-up.
* Bring iPads to class in working order.

**Communication:**

* Email: pjohnson@west-fargo.k12.nd.us
* Phone 701-499-1863

**“Entering the World of Work”** Classroom

Unit 1 Planning Your Career

Week 1 & 2 “You and Work”

* 1. Why Work Matters
	2. Today’s Workplace

Week 3 & 4 “Understanding Yourself”

 2.1 Getting to Know Yourself

 2.2 Being an Individual

Week 5 & 6 “Exploring Careers”

 3.1 Narrowing Your Career Choices

 3.2 Learning About Careers

Week 7 & 8 “Your Training and Education”

 4.1 Your Training Options

 4.2 Education After High School

Week 9 Review of Unit 1 Chapters 1-4

End Quarter 1

Week 10 & 11 “Making a Career Plan”

 5.1 Making a Career Decision

 5.2 Planning Your Career

Unit 2 Getting the Job You Want

Week 12 & 13 “Finding Job Leads”

6.1 Gathering Job Leads

 6.2 Networking

Week 14 & 15 “Applying for a Job”

 7.1 Preparing Job Application

 7.2 Writing Your Resume’

Week 16 &17 “Interviewing Success”

 8.1 Preparing for the Interview

 8.2 Succeeding in the Interview

Week 18 Review of Unit 2 End of Semester 1