

CARLSTADT-EAST RUTHERFORD REGIONAL HIGH SCHOOL DISTRICT
CONTENT: CAREER AND TECHNOLOGY EDUCATION DEPARTMENT
CAREER SKILLS
Career Skills Curriculum Guide

<p>Pacing Guide: Career Skills is a half-semester course that meets on a rotating basis for three (3) 55-minute blocks and one (1) 40-minute block for every five (5) day cycle.</p>	<p>Your Personal Strengths (2 weeks-assessment)</p> <p>Career Planning (3 weeks-assessment)</p> <p>Exploring the Career Clusters (3 weeks-assessment)</p> <p>Managing a Job Search (4 weeks-assessment)</p> <p>Communication with Others (2 weeks-assessment)</p> <p>Technology and Your Careers (4 weeks-assessment)</p> <p>Living a Healthy and Balanced Life (2 weeks-assessment)</p>
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<p>21st Century Skills Standards:</p> <p>Career Ready Practices</p>	<p>CRP1-Act as a responsible contributing citizen and employee CRP2-Apply appropriate academic and technical skills CRP3-Attend to personal health and financial well being CRP4-Community clearly and effectively and with reason CPR5-Consider the environment, social and economic impacts of decisions CPR6-Demonstrate creativity and innovation CRP7-Employ valid and reliable research strategies CRP8-Utilize critical thinking to make sense of problems and persevere in solving them CRP9-Model integrity, ethical leadership and effective management CRP10-Plan education and career paths aligned to personal goals CRP11-Use technology to advance productivity CRP12-Work productivity in teams while using cultural global competence</p>
<p>Technology Standards:</p> <p>8.1 Educational Technology</p>	<p>Use technology when researching for and completing projects and activities.</p> <p>8.1.12.A.1 –Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p>8.1.12.A.2 -Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p>8.1.12.A.3-Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue</p> <p>8.1.12.A.4-Construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.</p>

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Differentiation/Accommodations/Modifications

Note: Each district should review the various strategies noted below and determine which are applicable for their population within varied grade levels and languages and make edits where needed.

Gifted and Talented	English Language Learners	Students with Disabilities	Students at Risk of School Failure
<p><i>(content, process, product and learning environment)</i> Extension Activities</p> <ul style="list-style-type: none"> ● Open forums and debates in the classroom regarding controversial issues ● Competitive and collaborative projects ● Independent Projects requiring research skills for assessing information 	<p>Modifications for Classroom</p> <ul style="list-style-type: none"> ● In-Class-Support ● Graphic Organizers ● Note-taking guides ● Clarify assignments, directions and instructions ● Highlight key vocabulary <p>Modifications for Assignments</p> <ul style="list-style-type: none"> ● Internet bilingual dictionaries during class and during assignments ● Extended time for all assessments ● Use of graphic organizer ● Simplification of requirements ● Access to teacher power points and notes ● Collaboration between ESL and mainstream classroom teachers 	<p><i>(appropriate accommodations, instructional adaptations, and/or modifications as determined by the IEP or 504 team)</i></p> <p>Modifications for Classroom</p> <ul style="list-style-type: none"> ● In-Class-Support ● Graphic Organizers ● Provide Study Guides ● Extended time on assessments ● Analogies ● Note-taking guides ● Establish Timelines ● Clarify Assignments, directions and instructions ● Chapter/lecture notes ● Parent/teacher communication ● Assistive technology ● Check students independent work ● Assist students with steps to complete assignments 	<p>Modifications for Classroom Pair visual prompts with verbal presentations</p> <p>Modifications for Classroom:</p> <ul style="list-style-type: none"> ● Intervention and Referral Team (I&RS) in-house strategies ● Extra textbooks at home ● Extended time for assignments ● Modify assignments ● Assign peer helper in class ● Parent/Teacher communication ● Provide a copy of class notes ● Verbal reminders ● Check student independent work ● Assist student with planning of assignments <p>Modifications for Assignments/Homework</p> <ul style="list-style-type: none"> ● Extended time for assignments ● Simplify assignments into smaller units or phases ● Provide student with clear expectations and grading criteria

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	<p>Modifications for Homework</p> <ul style="list-style-type: none"> ● Extended time to complete assignments ● Modified homework assignments ● Provide students with clear expectations <p>Modifications for Assessments:</p> <ul style="list-style-type: none"> ● Extended time for tests and quizzes ● Restate and clarify directions and questions ● Provide study guides <p>Resources WIDA Standards</p> <ul style="list-style-type: none"> ● Standard 1: Social and Instructional Language ● Standard 2: The language of Language Arts ● Standard 3: The language of Mathematics ● Standard 4: The language of Science ● Standard 5: The language of Social Studies 	<p>Modifications for Assignments/Homework</p> <ul style="list-style-type: none"> ● Extended time for assignments ● Simplify assignments into smaller units or phases ● Provide student with clear expectations and grading criteria <p>Modifications for Assessments:</p> <ul style="list-style-type: none"> ● Extended time for tests and quizzes ● Restate and clarify directions and questions ● Provide study guides ● Establish procedures for accommodations/modifications for assessments 	<p>Modifications for Assessments:</p> <ul style="list-style-type: none"> ● Extended time for tests and quizzes ● Restate and clarify directions and questions ● Provide study guides
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CONTENT: Unit 1			
Theme: Your Personal Strengths			
Essential Questions: How can researching job requirements help you avoid problems at work? How can identifying work values help you choose a career that you will enjoy? How can you build employability skills? What skills are transferable?			
Content: <i>(As a result of this learning segment, students will know...)</i> <ul style="list-style-type: none"> • Career requirements and rewards • Types of values, strengths, and interests • Employability skills 	Skills: <i>(As a result of this learning segment, students will be able to...)</i> <ul style="list-style-type: none"> • Identify the requirements and rewards of various careers • Recognize values and character qualities • Identify strengths and interests • Understand employability characteristics and build employability skills 	Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes/Tests • Projects • Benchmark Assessments • Final Exam 	Standards: 8.1.12.A.1-4 Math NJSLS.Math.Content.HSA.CED.A.1-4 Writing NJSLS.ELA-LITERACY.W.11-12.2 Career Ready Practices CRP 1,2,3,4,5,6,7,8,9,10,11,12
			Pacing Chart/Time Frame: 2 weeks-assessment
			Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities

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CONTENT: Unit 2				
Theme: Career Planning				
Essential Questions: How can you use career-related goals to help identify a career that matches your interest and abilities? What is the purpose of a career plan? How can planning your career help you take control of your future? How can you use career research to help you in your job search?				
Content: <i>(As a result of this learning segment, students will know...)</i> <ul style="list-style-type: none"> • Steps for planning a career • What to include in a career plan • Steps to develop career self-assessment worksheets • Career planning resources 	Skills: <i>(As a result of this learning segment, students will be able to...)</i> <ul style="list-style-type: none"> • Map out a career plan • Identify their abilities and interests • Network and use online resources 	Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes/Tests • Projects • Benchmark Assessments • Final Exam 	Standards: 8.1.12.A.1-4 Math NJSL.Math.Content.HSA.CED.A.1-4 Writing NJSL.ELA-LITERACY.W.11-12.2 Career Ready Practices CRP 1,2,3,4,5,6,7,8,9,10,11,12	
			Pacing Chart/Time Frame: 3 weeks-assessment	
			Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities	

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CONTENT: Unit 3			
Theme: Exploring the Career Clusters			
Essential Questions: What are the career clusters defined by the U.S. Department of Education? How can you identify career clusters that might be of interest to you?			
<p>Content: <i>(As a result of this learning segment, students will know...)</i></p> <ul style="list-style-type: none"> • The main career clusters • Resources for identifying careers 	<p>Skills: <i>(As a result of this learning segment, students will be able to...)</i></p> <ul style="list-style-type: none"> • Identify the skills and interests necessary for careers in each career cluster • Identify pathways and sample occupations in each career cluster • Explore career resources at school and in the community 	<p>Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i></p> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes/Tests • Projects • Benchmark Assessments • Final Exam 	<p>Standards: 8.1.12.A.1-4</p> <p>Math NJSLS.Math.Content.HSA.CED.A.1-4</p> <p>Writing NJSLS.ELA-LITERACY.W.11-12.2</p> <p>Career Ready Practices CRP 1,2,3,4,5,6,7,8,9,10,11,12</p> <hr/> <p>Pacing Chart/Time Frame: 3 weeks-assessment</p> <hr/> <p>Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities</p>

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CONTENT: Unit 4			
Theme: Managing a Job Search			
Essential Questions: How can you make a positive impression and show you are serious and qualified for a job? What do job search materials include? What job offer factors should be considered before accepting a job?			
Content: <i>(As a result of this learning segment, students will know...)</i> <ul style="list-style-type: none"> • Job search materials including cover letters and resumes • Interview skills • Job offer factors including monetary compensation and benefits 	Skills: <i>(As a result of this learning segment, students will be able to...)</i> <ul style="list-style-type: none"> • Prepare a cover letter including selecting references • Prepare and format a resume • Fill out a job application • Prepare for a job interview • Write thank you notes • Evaluate a job offer 	Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes/Tests • Projects • Benchmark Assessments • Final Exam 	Standards: 8.1.12.A.1-4 Math NJSLS.Math.Content.HSA.CED.A.1-4 Writing NJSLS.ELA-LITERACY.W.11-12.2 Career Ready Practices CRP 1,2,3,4,5,6,7,8,9,10,11,12
			Pacing Chart/Time Frame: 4 weeks-assessment
			Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities

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CONTENT: Unit 5			
Theme: Communicating with Others			
Essential Questions: Why is communication key to career success? What are the characteristics of a good communicator? How is listening relevant to your career? How can body language be used to make a positive impression when communicating?			
<p>Content: <i>(As a result of this learning segment, students will know...)</i></p> <ul style="list-style-type: none"> • The importance of written and verbal communication skills • The six-step communication process • Different types of verbal communication • Steps to becoming a great speaker • The difference between hearing and listening • Positive vs. negative body language 	<p>Skills: <i>(As a result of this learning segment, students will be able to...)</i></p> <ul style="list-style-type: none"> • Communicate effectively using the six-step communication process • Use verbal communication to help learn and solve problems • Improve speaking skills • Develop skills for active listening • Communicate using positive body language 	<p>Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i></p> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes/Tests • Projects • Benchmark Assessments • Final Exam 	<p>Standards: 8.1.12.A.1-4</p> <p>Math NJSLS.Math.Content.HSA.CED.A.1-4</p> <p>Writing NJSLS.ELA-LITERACY.W.11-12.2</p> <p>Career Ready Practices CRP 1,2,3,4,5,6,7,8,9,10,11,12</p>
			<p>Pacing Chart/Time Frame: 2 weeks-assessment</p>
			<p>Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities</p>

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CONTENT: Unit 6			
Theme: Technology and Your Career			
Essential Questions: Which kinds of technology might be useful in your career? What basic technology skills are needed in almost any career?			
<p>Content: <i>(As a result of this learning segment, students will know...)</i></p> <ul style="list-style-type: none"> • Computer applications including Word and Excel • Google Docs and Sheets • Web browsers and cloud computing • Email etiquette and capabilities • The components of a memo and business letter • Spreadsheet formatting 	<p>Skills: <i>(As a result of this learning segment, students will be able to...)</i></p> <ul style="list-style-type: none"> • Compose professional emails • Organize email accounts • Use Microsoft Word and Google Docs to compose proper memos and business letters • Use Microsoft Excel and Google Sheets to create spreadsheets for businesses 	<p>Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i></p> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes/Tests • Projects • Benchmark Assessments • Final Exam 	<p>Standards: 8.1.12.A.1-4</p> <p>Math NJSL Math.Content.HSA.CED.A.1-4</p> <p>Writing NJSL ELA-LITERACY.W.11-12.2</p> <p>Career Ready Practices CRP 1,2,3,4,5,6,7,8,9,10,11,12</p>
			<p>Pacing Chart/Time Frame: 4 weeks-assessment</p>
			<p>Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities</p>

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CONTENT: Unit 7			
Theme: Living a Healthy and Balanced Lifestyle			
Essential Questions: Why is it important to find balance between work and your personal life? How do you balance work and your personal life? How does your lifestyle represent the choices you make? How do positive habits contribute to health and wellness?			
Content: <i>(As a result of this learning segment, students will know...)</i> <ul style="list-style-type: none"> • Lifestyle choices • Personal roles in five areas of life—family, work, school, peers, and community • Three parts of personal health—physical, emotional, and mental • Signs of stress • Proper nutrition and physical activity 	Skills: <i>(As a result of this learning segment, students will be able to...)</i> <ul style="list-style-type: none"> • Identify ways to balance relationships, work, and leisure • Identify ways to stay healthy • Identify ways to relieve stress • Identify the benefits of nutrition and physical activity and develop positive habits 	Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes/Tests • Projects • Benchmark Assessments • Final Exam 	Standards: 8.1.12.A.1-4 Math NJSL.Math.HSA.CED.A.1-4 Writing NJSL.ELA-LITERACY.W.11-12.2 Career Ready Practices CRP 1,2,3,4,5,6,7,8,9,10,11,12
			Pacing Chart/Time Frame: 2 weeks-assessment
			Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities