



Syllabus: Career Exploration

Course Overview:

YOU'RE HIRED! Words everyone wants to hear when interviewing. Explore your career interests while learning how to accomplish your goals. In doing so, you will develop your resume, interviewing skills, and portfolio. Classroom discussions and activities relate to job attainment and advancement (promotions). Students in this course will begin progress toward the Wisconsin Employability Skills Certificate and the ACT WorkKeys exam leading to the National Career Readiness Certificate.

| | |
|---|---|
| Department: Business, Marketing and IT | Department/Course Website (if applicable): |
| Course Number: CMP9010 | Instructor: Mr. Mankiewicz |
| Credits Earned/Length of Course: .5 Credits (Semester Course) | Office Hours: 11:30-12:20 Monday-Friday |
| Prerequisites: N/A | Instructor Contact Info: Email: smankiewicz@madison.k12.wi.us |
| Required Materials: Folder, notebook, writing utensil | Pathway(s): All |

Course Standards:

- [Common Core State Standards for Literacy in All Subjects](#)
- [Common Core State Standards for Mathematics -- Standards for Mathematical Practice](#)
- [Wisconsin Common Career Technical Core Standards](#)
- [Wisconsin Standards for Business & Information Technology](#)

Course Outline (including Unit(s) of Time and Essential Questions):

Unit #1 Values, Strengths, & Weaknesses

- Evaluate skills inventory
- Evaluate the importance of a positive self concept
- Explore and relate personal achievements, interests and skills to career options
- Evaluate how personality traits, behavioral styles and personal values influence work habits
- Evaluate how personality traits, behavioral styles and values align with career options

Unit #2 Pathways

- Research occupations within Career Pathways and Career Clusters
- Explore various occupations and classify into career clusters



Syllabus: Career Exploration

- Identify the skills, educational requirements and program of study related to different occupations
- Create a plan to reach at least one career option

Unit #3 Cover Letters, Resumes, & Applications

- Demonstrate skills to locate, understand and use career information
- Research school and community resources to explore educational and occupational choices
- Develop, maintain, and update a career portfolio
- Creating Cover letter/Resume

Unit #4 Academia

- Investigate all postsecondary options; such as two and four year college, military, technical schools, apprenticeships, and on-the-job training
- Assess the importance of educational achievement; appropriate course selection for career opportunities; lifelong learning and success in the workplace
- Analyze the education and training required to achieve career goals

Unit #5 The Job Interview

- I can successfully navigate my way through a job interview : Dress, conduct, interview questions Follow up

Unit #6 Conducting Yourself in the Workplace

- Utilize interpersonal skills to interact positively with others
- Demonstrate active listening skills
- Evaluate the impact of nonverbal communication
- Demonstrate ability to take constructive criticism from others and apply it in a positive manner
- Communicate using demonstration and presentation skills
- Communicate using written communication skills
- Evaluate and apply techniques for conflict resolution 6.8
- Demonstrate a general understanding of behavioral styles and their impact on effective communication

Unit #7 Career Development/21st Century Skills

- How do the skills and knowledge I am learning in this class get applied within a job setting?
- How can I work with a team to develop an answer to a question or solution to problem?
- How I apply the skills that my future employers will value?