



# North Polk Community Schools Pacing & Course Description Guide



Grade Level: 11 -12

Content: Work-Based Learning/ADM 221

Year: 2022 -2023

## Course Description/Rationale

The course covers aspects of professional career placement including various interview methods, job application materials, electronic career portfolios, digital footprint and professional image, as well as negotiating the job offer. Prepare a cover letter, resume, letter of acceptance, resignation letter, thank you letter, and answers for behavioral interview questions. 2 DMACC credits

Name of Unit	Time Frame	Essential Learning Target	Standard(s)
Job search process	5 - 7 days	Essential Learning Target: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career. (Iowa CTE Standard 12)	<ul style="list-style-type: none"> <li><a href="#">National Business Education Standards: Career Development IV - School to Career Transition</a></li> <li>Iowa Core Employability Skills (21.9-12.ES.4)</li> <li><a href="#">DMACC Competencies - LT1</a></li> </ul>
Personal Inventory	8 - 10 days	Essential Learning Target: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career. (Iowa CTE Standard 12)	<ul style="list-style-type: none"> <li>Iowa Core Employability Skills (21.9-12.ES.4)</li> <li><a href="#">National Business Education Standards - Career Development</a></li> <li><a href="#">DMACC Competencies LT2</a></li> </ul>
Assess the job market	5 days	Essential Learning Target: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career. (Iowa CTE Standard 12)	<ul style="list-style-type: none"> <li><a href="#">DMACC Competencies LT3</a></li> <li>Iowa Core Employability Skills (21.9-12.ES.4)</li> <li>Iowa Core Employability Skills (21.9-12.ES.3)</li> <li><a href="#">National Business Education Standards - Career Development IV</a></li> </ul>
Professional portfolio	8 - 10 days	Essential Learning Target: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career. (Iowa CTE Standard 12)	<p>Iowa Core 21st Century Skills: Technology Literacy:</p> <ul style="list-style-type: none"> <li><b>Demonstrate a sound understanding of technology concepts,</b></li> </ul>

			<p>systems and operations. <a href="#">(21.9-12.TL.6)</a></p> <p><a href="#">National Standards for Business Education:</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Career Development - IV School-To-Career Transition</a></li> </ul> <p><a href="#">DMACC Competencies</a> LT4</p>
Employment interview	7 - 10 days	Essential Learning Target: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career. (Iowa CTE Standard 12)	<ul style="list-style-type: none"> <li>• Iowa Core Employability Skills (21.9-12.ES.4)</li> <li>• <a href="#">National Business Education Standards: Career Development IV School-To-Career Transition</a></li> <li>• <a href="#">DMACC Competencies</a> LT5</li> </ul>
Job transition strategies	3 - 5 days	Essential Learning Target: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career. (Iowa CTE Standard 12)	<ul style="list-style-type: none"> <li>• <a href="#">DMACC Competencies</a> LT6</li> <li>• Iowa Core Employability Skills (21.9-12.ES.4)</li> <li>• <a href="#">National Business Education Standards: Career Development IV - School to Career Transition</a></li> </ul>