

Department: Business
Course #: 60600W

Course Title: Career Exploration and Technology
Grades: 10, 11, 12

DESCRIPTION OF COURSE:

Students will analyze career options based on individual interests, abilities, goals and achievements. Using Internet based systems, job shadowing, career-focused activities, and community service; students will gain insight to career possibilities. In addition, time management skills will be emphasized and personal learning styles will be identified using self assessments. A portfolio will be created which includes job applications, cover letter, resume, and interviewing techniques demonstrating effective speaking and listening skills. The documentation created in this course can be used to obtain employment, prepare for a career, and apply to colleges.

REQUIRED TOPICS OF STUDY	SUGGESTED INSTRUCTIONAL TIME	STANDARDS/ ASSESSMENT ANCHORS
Career awareness and preparation: Personal strengths, roles you play, why we work and explore career clusters, think like an entrepreneur	2 weeks 2 weeks 2 weeks	13.1.11ABCDEFGH 15.2.12A 13.4.11 13.4.11ABC
Career acquisition: Skills for success, academic planning, communicating with others, building relationships, basic math and technology & your career, career planning, manage a job search	1 week 2 weeks 1 week 2 weeks	13.2.11ABCDE 15.2.12E, 15.2.12F 15.2.12L, 15.2.12F, 15.2.12C, 15.2.12P 15.2.12N 15.2.12D, 15.2.12N
Career retention and advancement: Get started with your career, be productive in your career, balance work, family and friends.	2 weeks 2 weeks 2 weeks	13.3.11ABCDEFGG 15.2.12B 15.2.12M, 15.2.12O 15.2.12J, 15.2.12Q

INSTRUCTIONAL RESOURCES:

Exploring Careers for the 21st Century, 2e, Mariotti, Patel & Weixel, Pearson