

COURSE: 12-1-1 Careers
GRADE LEVEL: 9-12

MAIN/GENERAL TOPIC:	SUB-TOPIC:	ESSENTIAL QUESTIONS:	WHAT THE STUDENTS WILL KNOW OR BE ABLE TO DO:	SKILLS:	WHEN STUDENT DOES IT:	ASSESSMENTS:
PLANNING A CAREER	•	<ul style="list-style-type: none"> Why plan a career? 	<ul style="list-style-type: none"> What a career is. What are the benefits of planning a career? The difference between goods and services. Current employment trends. 	<ul style="list-style-type: none"> Understanding the vocabulary in career planning. Know the seven important steps in planning a career. 	September	<ul style="list-style-type: none"> Notebook check. Test and quizzes. Journal entries.
ASSESING STRENGTHS	•	<ul style="list-style-type: none"> How do I know which career to choose? 	<ul style="list-style-type: none"> How to assess one's own strengths. How to find a career that fits the lifestyle you choose. How to evaluate the tradeoffs. 	<ul style="list-style-type: none"> Self-assessment. Listing your strengths. Understanding lifestyle choices. 	October to November	<ul style="list-style-type: none"> Journal entries. Self Assessment survey. Presentation.
EXPLORING CAREERS	•	<ul style="list-style-type: none"> How do I explore career options? 	<ul style="list-style-type: none"> Which careers will expand in the future. How technology might affect future jobs. 	<ul style="list-style-type: none"> Research skills. Assessing personal interests. Understanding career vocabulary. 	December to January	<ul style="list-style-type: none"> Class participation Power point presentation Vocabulary test
JOB SKILLS	<ul style="list-style-type: none"> Application and interview skills 	<ul style="list-style-type: none"> What is the proper procedure for job applications? What is a resume? What are some questions to anticipate in an interview? 	<ul style="list-style-type: none"> Compare the pros and cons of jobs and employment Compare the pros and cons of independent living Understand the importance of organizing important paperwork 	<ul style="list-style-type: none"> Personal resume Practice interview techniques How to read Help wanted ads 	January to March	<ul style="list-style-type: none"> Prepare a resume Prepare a letter of application Mock interviews
SUCCESS ON THE JOB	•	<ul style="list-style-type: none"> How do I have a good job experience? 	<ul style="list-style-type: none"> Accept constructive criticism. Make a personal work calendar. Learn to be a helpful employee. 	<ul style="list-style-type: none"> Read and understand a workplace memo. Use time wisely in the workplace. Make a calendar 	April	<ul style="list-style-type: none"> Quiz Calendar project Role playing job evaluations

				<ul style="list-style-type: none"> Communicate effectively. 		
LIFELONG LEARNING	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> How do I effectively interpret my evaluations? How do I change with the economic times? 	<ul style="list-style-type: none"> Know performance standards of a job in advance. Understand the function of a job probation period. Understand the concept of a lateral transfer in the workplace. 	<ul style="list-style-type: none"> Communicate effectively Listen effectively Accept constructive criticism 	May	<ul style="list-style-type: none"> Test and quizzes Journal entries.
PERSONAL FINANCE	<ul style="list-style-type: none"> Understanding personal finances Understanding taxes 	<ul style="list-style-type: none"> What is a budget? Why is it important to keep accurate financial records? How do you choose a banking institution? What are services that a banking institution offers? What credit card is the best one? What is the IRS? Why are there TAXES? What is Social Security? 	<ul style="list-style-type: none"> Develop a budget based on income vs. expenses Keep an accurate checkbook Know how different types of credit work Choose the type of credit that is appropriate Choose the loan situation that is best for the parent and the student Understand how to prepare a 1040 EZ Understand social security 	<ul style="list-style-type: none"> Balancing a checkbook Applying for a loan Applying for credit cards How to do their own simple tax return 	May to June	<ul style="list-style-type: none"> Keep a checkbook Prepare a budget Research and compare different credit cards Prepare a 1040 EZ