

Career Development III Class

2023

Grades: 11

Block: 3A

Credit/Length: 1/2 credit 1 Semester of Elective credit

Course Description:

The Career/Transition Class focuses on post-secondary planning for employment, recreation/leisure, home living, community participation and post-secondary education.

The class also reviews prevocational skills necessary for competitive employment.

The semester class covers the following units: *Self-Assessment, Exploring Careers, developing a Career Plan, finding a Job, Beginning a Job, Interpersonal Relations, Consumer Skills, and Lifelong Learning*. There are two primary objectives of this class: 1. to learn the skills necessary to locate and apply for a job, 2. to develop skills necessary to hold a job and lessons for adult living.

Classroom Expectations

- Prompt
- Present
- Prepared
- Participate

Career Development Club Every student will be required to work a specified amount of time with the Career Development Club by preparing popcorn or participating in our simulated craft business during first semester. Attendance at pre-planned and student selected session will earn credit for this time. (Sign-up in class.)

· Required amount of time 1st SEMESTER - 2 shifts

o Ex: Game night/after school event = 1 shift

Grading:

- Daily work, quizzes, test points are weighed the same.
- Student is accountable for getting makeup work when gone.

- Career Ready Practices Rubric may be used to assess a student's career skills.
- Final grades will be calculated: Q1- 50% and Q2- 50%
- Develop interview skills
- Learn about post-secondary training options available to students

Week 1: Introduction to Class, Rules, and what to expect
 What is work? Why do people work?
 The world of work is changing

Week 2: The Job Outlook
 Work, Change, and Lifelong Learning
 Making Decisions

Week 3: Your Lifestyle Goals
 Your Values, Interests, Aptitudes & Abilities
 Your Personality and Learning Styles

Week 4: Researching Career Options
 Learning from Experience
 Your Career Expectations

Week 5: Evaluate your Career Choices
 Make your Decision
 Plan how to Reach your Goal
 Steps along the way

Week 6: Education and Training

Week 7: Finding Job Leads
 Preparing to Apply

- Week 8: Job Applications
- Week 9: Preparing a Resume
Cover Letters
- Week 10: What is an Interview?
Prepare Your Answers
Arrive on Time and Prepared
Have a Good Attitude
Speaking for Success

Midterm Check

- Week 11: Follow up After the Interview

Practice Interviewing Techniques
Write a Thank You Note
- Week 12: What to Expect Your First Day on the Job
Orientation
The Relationship between Employer and Employee
Payment
- Week 13: Benefits
Performing Reviews
Preparing for Job Loss
- Week 14: What Do Employers Want?
Self-Management
Loyalty
- Week 15: Develop a Positive Attitude
Develop Self-Esteem
Develop your Personal Traits
Conflict Resolution
- Week 16: Teamwork in the Workplace
Total Quality Management
What is Leadership?
- Week 17: Managing Your Money
- What Are Ethics?
Honesty
Interacting with Others
- Be an Effective Coworker
Working Well with Others
Workplace Etiquette
Diversity in the Workplace
- Time Management
Organize your Work
Be a Smart Consumer

Financial Responsibility
Saving and Investing
Checking Accounts and Credit

Week 18: What is Insurance?
 Taxes
 Social Security

Week 19: Setting up Your Own Household

 Work, Family, and Community

Semester Final

Communication:

- **Email:** acampbell@west-fargo.k12.nd.us **Phone:** 356-2050 for head office or 499-1863 for voicemail/office.
- Check PowerSchool grades often to make sure students work is completed and correct.

Do not hesitate to email or call me with any questions or concerns!