Course Description:

Career Explorations (1 of 1) provides instruction and practice about various topics in the world of work. These topics include jobs, careers, labor markets, traditional and nontraditional occupational roles, ethical and unethical behavior, educational pathways to careers, budgeting, communication in the workplace, and technology in the workplace. There is a short project on problem-solving skills as well as a project on searching for a job, preparing a resume and cover letter, and interviewing for a job.

Course Objectives:

- Identify personal abilities, interests, and motivations that influence job and career selection.
- Identify labor market information for jobs based on skill, wage, and demand.
- Explain how jobs tend to be distributed regionally, nationally, and globally using labor market information.
- Identify common knowledge, skills, abilities, and certifications needed within various career clusters.
- Identify types of secondary opportunities (for example, co-curricular, extracurricular, extended learning).
- Describe how specific traditional and nontraditional occupational roles have changed or remained the same regionally, nationally, and globally.
- Explain an individual's responsibility for their personal actions and contributions to group activities.
- Identify ethical and unethical behavior.
- Identify problem-solving strategies that can be used to solve a problem in school or in real-world situations.
- Explain common wants and needs and their factors.
- Describe educational pathways (for example, trade schools, community college).
- Identify elements of a budget and create and evaluate a budget
- Explain how compromise, negotiation, and community-building strategies can be used for a task, assignment, or project.
- Identify strategies for understanding others' verbal and nonverbal communication.
- Describe how communication can change based on culture and generations.
- Describe appropriate work habits and interpersonal skills needed to obtain and retain employment.
- Describe the role of technology in the workplace.
- Explain how technology impacts skills and jobs in the workplace.
- Distinguish industry-recognized technology tools based on their purpose.
- Engage in positive, safe, legal, and ethical behaviors when using technology.

Required Materials:

- "Budget Tracker" printable
- "Build a Resume" worksheet.
- "Plan for the Future" worksheet
- "Record Your Interview" worksheet.
- "Time Management" worksheet
- a device with a camera and recording feature.
- paper
- pen or pencil

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- printables (see Course Syllabus for link)
- printer and printer paper (for printables)
- T-chart graphic organizer

Course Overview:

Unit 1: Personal Interests, Jobs, and Careers

- ***Lesson 1: Find Personal Interests and Abilities***
    - Activity 1: Instruction: Identify What Makes You You!
    - Activity 2: Workbook: Identify What Makes You, You!
    - Activity 3: Instruction: Evaluate Personal Abilities and Interests
    - Activity 4: Workbook: Evaluate Personal Abilities and Interests
    - Activity 5: Checkpoint: Find Personal Interests and Abilities
    - Activity 6: Discussion Board
- ***Lesson 2: Explore Career Interests***
    - Activity 1: Instruction: Describe Your Career Interests
    - Activity 2: Workbook: Describe Your Career Interests
    - Activity 3: Instruction: Explain the Requirements for a Career
    - Activity 4: Workbook: Explain the Requirements for a Career
    - Activity 5: Checkpoint: Explore Career Interests
- ***Lesson 3: Describe Jobs, Careers, and Labor Markets***
    - Activity 1: Instruction: Identify Skills, Wages, and Demand in the Labor Market
    - Activity 2: Workbook: Identify Skills, Wages, and Demand in the Labor Market
    - Activity 3: Instruction: Explain Labor Market Information
    - Activity 4: Workbook: Explain Labor Market Information
    - Activity 5: Checkpoint: Describe Jobs, Careers, and Labor Markets
- ***Lesson 4: Explore Career Clusters I***
    - Activity 1: Instruction: Identify Careers
    - Activity 2: Workbook: Identify Careers

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- Activity 3: Instruction: Identify Certifications Needed in Various Careers
- Activity 4: Workbook: Identify Certifications Needed in Various Careers
- Activity 5: Checkpoint: Explore Career Clusters I

- ***Lesson 5: Explore Career Clusters II***
  - Activity 1: Instruction: Identify More Careers
  - Activity 2: Workbook: Identify More Careers
  - Activity 3: Instruction: Identify Requirements for Various Careers
  - Activity 4: Workbook: Identify Requirements for Various Careers
  - Activity 5: Checkpoint: Explore Career Clusters II
  - Activity 6: Unit Review
  - Activity 7: Unit Exam

Unit 2: Education and Occupational Roles

- ***Lesson 6: Identify Educational Needs***
  - Activity 1: Instruction: Identify Academic Achievement, Course Planning, and Secondary Opportunities
  - Activity 2: Workbook: Identify Academic Achievement, Course Planning, and Secondary Opportunities
  - Activity 3: Instruction: Explain How Academic Achievement Relates to Secondary Opportunities
  - Activity 4: Workbook: Explain How Academic Achievement Relates to Secondary Opportunities
  - Activity 5: Checkpoint: Identify Educational Needs
- ***Lesson 7: Describe Academic Achievement***
  - Activity 1: Instruction: Explain How Course Planning Relates to Secondary Opportunities
  - Activity 2: Workbook: Explain How Course Planning Relates to Secondary Opportunities
  - Activity 3: Checkpoint: Describe Academic Achievement
- ***Lesson 8: Explore Traditional Occupational Roles***
  - Activity 1: Instruction: Define and Identify Traditional Occupational Roles
  - Activity 2: Workbook: Define and Identify Traditional Occupational Roles

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- Activity 3: Instruction: Describe Changes in Traditional Occupational Roles
- Activity 4: Workbook: Describe Changes in Traditional Occupational Roles
- Activity 5: Checkpoint: Explore Traditional Occupational Roles

- ***Lesson 9: Explore Nontraditional Occupational Roles***
  - Activity 1: Instruction: Define and Identify Nontraditional Occupational Roles
  - Activity 2: Workbook: Define and Identify Nontraditional Occupational Roles
  - Activity 3: Instruction: Describe Changes in Nontraditional Occupational Roles
  - Activity 4: Workbook: Describe Changes in Nontraditional Occupational Roles
  - Activity 5: Checkpoint: Explore Nontraditional Occupational Roles
- ***Lesson 10: Compare and Contrast Traditional and Nontraditional Roles***
  - Activity 1: Instruction: Compare and Contrast Traditional and Nontraditional Occupational Roles
  - Activity 2: Workbook: Compare and Contrast Traditional and Nontraditional Occupational Roles
  - Activity 3: Checkpoint: Compare and Contrast Traditional and Nontraditional Roles
  - Activity 4: Unit Review
  - Activity 5: Unit Exam

Unit 3: Strategies, Skills, and Behaviors

- ***Lesson 11: Develop Productive Behavior and Critical Thinking Skills***
  - Activity 1: Instruction: Identify and Explain Strategies for Productive Behaviors
  - Activity 2: Workbook: Identify and Explain Strategies for Productive Behaviors
  - Activity 3: Instruction: Apply Strategies for Productive Behaviors
  - Activity 4: Workbook: Apply Strategies for Productive Behaviors

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    - Activity 5: Checkpoint: Develop Productive Behavior and Critical Thinking Skills
- ***Lesson 12: Describe Individual Responsibility***
    - Activity 1: Instruction: Describe Individual Responsibility for Personal Actions
    - Activity 2: Workbook: Describe Individual Responsibility for Personal Actions
    - Activity 3: Instruction: Describe Time Management
    - Activity 4: Workbook: Describe Time Management
    - Activity 5: Checkpoint: Describe Individual Responsibility
- ***Lesson 13: Develop Leadership Skills***
    - Activity 1: Instruction: Identify and Explain Leadership Skills
    - Activity 2: Workbook: Identify and Explain Leadership Skills
    - Activity 3: Instruction: Apply Leadership Skills
    - Activity 4: Workbook: Apply Leadership Skills
    - Activity 5: Checkpoint: Develop Leadership Skills
- ***Lesson 14: Describe and Recognize Ethical and Unethical Behavior***
    - Activity 1: Instruction: Describe Ethical and Unethical Behavior
    - Activity 2: Workbook: Describe Ethical and Unethical Behavior
    - Activity 3: Instruction: Show Ethical Behavior
    - Activity 4: Workbook: Show Ethical Behavior
    - Activity 5: Checkpoint: Describe and Recognize Ethical and Unethical Behavior
- ***Lesson 15: Develop Problem-Solving Skills***
    - Activity 1: Instruction: Identify and Explain Problem-Solving Strategies
    - Activity 2: Instruction: Compare and Contrast Problem-Solving Strategies
    - Activity 3: Workbook: Compare and Contrast Problem-Solving Strategies
    - Activity 4: Project: Create a Personal Problem-Solving Plan
    - Activity 5: Submit Your Personal Problem-Solving Plan

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- Activity 6: Checkpoint: Develop Problem-Solving Skills
- Activity 7: Unit Review
- Activity 8: Unit Exam

Unit 4: Jobs, Income, and Budgeting

- ***Lesson 16: Explain Wants and Needs***
  - Activity 1: Instruction: Classify Wants and Needs
  - Activity 2: Workbook: Classify Wants and Needs
  - Activity 3: Instruction: Compare and Contrast Wants and Needs
  - Activity 4: Workbook: Compare and Contrast Wants and Needs
  - Activity 5: Checkpoint: Explain Wants and Needs
- ***Lesson 17: Describe Educational Pathways***
  - Activity 1: Instruction: Explore Educational Pathways
  - Activity 2: Workbook: Explore Educational Pathways
  - Activity 3: Instruction: Relate Education to Income and Job Opportunities
  - Activity 4: Workbook: Relate Education to Income and Job Opportunities
  - Activity 5: Checkpoint: Describe Educational Pathways
- ***Lesson 18: Analyze Jobs and Income***
  - Activity 1: Instruction: Relate Job Opportunities and Income
  - Activity 2: Workbook: Relate Job Opportunities and Income
  - Activity 3: Instruction: Analyze the Relationship Between Education, Income, and Opportunity
  - Activity 4: Workbook: Analyze the Relationship Between Education, Income, and Opportunity
  - Activity 5: Checkpoint: Analyze Jobs and Income
- ***Lesson 19: Identify Parts of a Budget***
  - Activity 1: Instruction: Define and Identify Parts of a Budget
  - Activity 2: Workbook: Define and Identify Parts of a Budget
  - Activity 3: Instruction: Describe the Benefits of a Budget
  - Activity 4: Workbook: Describe the Benefits of a Budget

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- Activity 5: Checkpoint: Identify Parts of a Budget

- ***Lesson 20: Create a Personal Budget***
    - Activity 1: Instruction: Make and Evaluate a Budget
    - Activity 2: Workbook: Make and Evaluate a Budget
    - Activity 3: Checkpoint: Create a Personal Budget
    - Activity 4: Unit Review
    - Activity 5: Unit Exam

Unit 5: Communication in the Workplace

- ***Lesson 21: Explain Compromise, Negotiation, and Community Building Strategies***
    - Activity 1: Instruction: Explain Compromise and Negotiation
    - Activity 2: Workbook: Explain Compromise and Negotiation
    - Activity 3: Instruction: Use Compromise, Negotiation, and Community Building to Solve Problems
    - Activity 4: Workbook: Use Compromise, Negotiation, and Community Building to Solve Problems
    - Activity 5: Project: Plan for the Future
    - Activity 6: Checkpoint: Explain Compromise, Negotiation, and Community Building Strategies
- ***Lesson 22: Develop Verbal and Nonverbal Communication***
    - Activity 1: Instruction: Describe Verbal and Nonverbal Communication
    - Activity 2: Workbook: Describe Verbal and Nonverbal Communication
    - Activity 3: Instruction: Use Verbal and Nonverbal Communication to Understand Others
    - Activity 4: Workbook: Use Verbal and Nonverbal Communication to Understand Others
    - Activity 5: Checkpoint: Develop Verbal and Nonverbal Communication
- ***Lesson 23: Develop Effective Communication Skills***
    - Activity 1: Instruction: Become an Effective Communicator
    - Activity 2: Workbook: Become an Effective Communicator
    - Activity 3: Instruction: Use Effective Communication to Interact with Others

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- Activity 4: Workbook: Use Effective Communication to Interact with Others
- Activity 5: Project: Build a Resume
- Activity 6: Submit Your Resume
- Activity 7: Checkpoint: Develop Effective Communication Skills

- ***Lesson 24: Describe Communication across Different Cultures and Generations***
  - Activity 1: Instruction: Recognize Differences in Communication
  - Activity 2: Workbook: Recognize Differences in Communication
  - Activity 3: Instruction: Communicate Effectively across Differences
  - Activity 4: Workbook: Communicate Effectively across Differences
  - Activity 5: Checkpoint: Describe Communication across Different Cultures and Generations
- ***Lesson 25: Describe Productive Work Habits and Interpersonal Skills***
  - Activity 1: Instruction: Identify Productive Work Habits
  - Activity 2: Workbook: Identify Productive Work Habits
  - Activity 3: Instruction: Compare and Contrast Hiring Practices
  - Activity 4: Project: Record Your Interview
  - Activity 5: Project: Submit Your Recording
  - Activity 6: Checkpoint: Describe Productive Work Habits and Interpersonal Skills
  - Activity 7: Unit Review
  - Activity 8: Unit Exam

Unit 6: Technology in the Workplace

- ***Lesson 26: Use Digital Media to Improve Communication***
  - Activity 1: Instruction: Explain How Digital Media Improves Communication
  - Activity 2: Workbook: Explain How Digital Media Improves Communication
  - Activity 3: Instruction: Apply Digital Media to Improve Communication
  - Activity 4: Workbook: Apply Digital Media to Improve Communication
  - Activity 5: Checkpoint: Use Digital Media to Improve Communication

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- ***Lesson 27: Explore the Role of Technology in the Workplace***
    - Activity 1: Instruction: Explore Technology's Role in the Workplace
    - Activity 2: Workbook: Explore Technology's Role in the Workplace
    - Activity 3: Checkpoint: Explore the Role of Technology in the Workplace
- ***Lesson 28: Explain the Impact of Technology in the Workplace***
    - Activity 1: Instruction: Explain the Impact of Technology in the Workplace
    - Activity 2: Workbook: Explain the Impact of Technology in the Workplace
    - Activity 3: Checkpoint: Explain the Impact of Technology in the Workplace
- ***Lesson 29: Explore Technology Tools***
    - Activity 1: Instruction: Describe and Distinguish Technology Tools
    - Activity 2: Workbook: Describe and Distinguish Technology Tools
    - Activity 3: Instruction: Recognize Technology Tools
    - Activity 4: Workbook: Recognize Technology Tools
    - Activity 5: Checkpoint: Explore Technology Tools
- ***Lesson 30: Explore Ethical Behavior When Using Technology***
    - Activity 1: Instruction: Describe Safe and Ethical Behavior When Using Technology
    - Activity 2: Workbook: Describe Safe and Ethical Behavior When Using Technology
    - Activity 3: Instruction: Your Digital Footprint
    - Activity 4: Workbook: Your Digital Footprint
    - Activity 5: Checkpoint: Explore Ethical Behavior When Using Technology
    - Activity 6: Course Review:
    - Activity 7: Final Exam

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