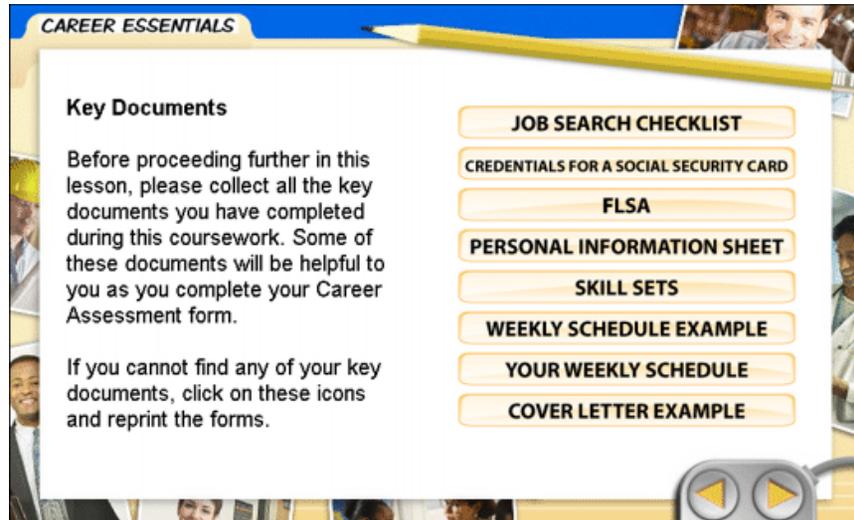


Course Description

The choice of a career is an integral aspect of the personal and social development of an individual. Being prepared for a job search increases the chances of success. Within the Career Essentials course, students learn how to deal with the various aspects of the job search, such as resume writing, job interviewing, thank you letters, and prospective job offers. Objectives from elective courses are not tested on national or state achievement tests. As a result, there are no course or adaptive assessments developed for our elective curriculum.

Course Features

- Career Essentials is presented as a semester-long high school elective course.
- All thirty-two lessons contain a study guide, a practice and mastery test, and an essay or constructed response.
- Lessons include a variety of essay types such as descriptive, persuasive, and expository. Directions for essays and rubrics for grading are provided for each of the writing assignments. Students will also complete a self-evaluation form to assess their performance.



CAREER ESSENTIALS

Key Documents

Before proceeding further in this lesson, please collect all the key documents you have completed during this coursework. Some of these documents will be helpful to you as you complete your Career Assessment form.

If you cannot find any of your key documents, click on these icons and reprint the forms.

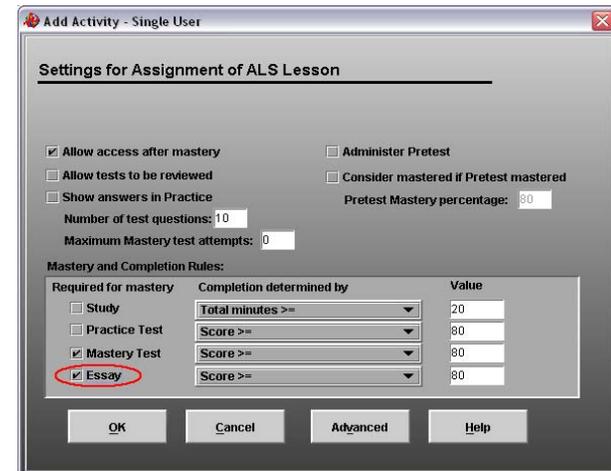
- JOB SEARCH CHECKLIST**
- CREDENTIALS FOR A SOCIAL SECURITY CARD**
- FLSA**
- PERSONAL INFORMATION SHEET**
- SKILL SETS**
- WEEKLY SCHEDULE EXAMPLE**
- YOUR WEEKLY SCHEDULE**
- COVER LETTER EXAMPLE**

Course Objectives

- The content in this course addresses many standards of the National Business Education Association and the National Career Development guidelines.
- This course examines the social, personal, professional, and financial aspects of a career and is designed to focus students on the transition from an educational setting to a professional work environment.
- Students will create a career portfolio of key documents to be used in a job search.
- Numerous lessons access information from government sources regarding topics such as Social Security regulations, taxes, and individual retirement accounts (IRAs).

Practical Tips

- The Career Essentials course requires students to read resources that are linked to the lessons. The vast majority of these documents are provided as Portable Document Files (PDFs). As a result, students will need Adobe Acrobat[®] Reader[®] available on their workstations. Available at: www.adobe.com, select the **Get Adobe Reader** button.
- Links to the Internet are provided as resources for further exploration. ***An Internet connection is not required for completion of this course, but may be useful for students who wish to pursue further learning opportunities in Career Essentials.***
- Students are required to complete the essay section for lesson mastery. This setting must be enabled on the "Settings for Assignment of A+LS Lesson" dialog box. The default setting does not require the completion of the essay for assignment mastery. The circled item shows the proper setting.



Settings for Assignment of ALS Lesson

Allow access after mastery Administer Pretest

Allow tests to be reviewed Consider mastered if Pretest mastered

Show answers in Practice Pretest Mastery percentage: 80

Number of test questions: 10

Maximum Mastery test attempts: 0

Mastery and Completion Rules:

Required for mastery	Completion determined by	Value
<input type="checkbox"/> Study	Total minutes >=	20
<input type="checkbox"/> Practice Test	Score >=	80
<input checked="" type="checkbox"/> Mastery Test	Score >=	80
<input checked="" type="checkbox"/> Essay	Score >=	80

OK Cancel Advanced Help

Lesson Content

The lessons in the Career Essentials course are divided into six units of study. These units are designed to guide the student through the process of a career search. The lessons identify the skills that are necessary to be successful in obtaining and keeping a job.

- Unit 1 - Understanding the Employer-Employee Relationship
- Unit 2 - What Employers Want From Employees
- Unit 3 - Preparing for the Job Search
- Unit 4 - The Job Search and Interview Process
- Unit 5 - Keeping a Job and Building on Your Success
- Unit 6 - Financial and Career Planning for the Future

Lesson Title		Lesson Content	Essays & Media
Unit 1: Understanding the Employer-Employee Relationship			
1	Why Work?	Psychology of work; individual wants and needs; rewards of working including the purchase of material goods and services and personal accomplishments; job search specifics, planning your time, job search checklist	Essay: Descriptive
2	Employer and Employee Relationship	Three simple truths involved in a work search; what an employer wants from an employee; what an employee wants from an employer; presenting personal skills to a potential employer; job and college application process	Essay: Persuasive
Unit 2: What Employers Want From Employees			
3	Employers Want Solutions	Specific job requirements: appropriate attire, arrival time, and task performance; employee evaluation	Essay: Persuasive
4	Employee Skills	Job skills: self-management, job content, transferable, critical thinking, communication, organizational, mathematical, cognitive, manual dexterity, and efficiency skills; entry level jobs; the Secretary's Commission on Achieving Necessary Skills (SCANS); skill sets: basic skills, thinking skills, and personal qualities; competency skills: resources, interpersonal, information systems, and technology	Essay: Compare and Contrast
Unit 3: Preparing for the Job Search			
5	Work Credentials	Identifying and obtaining essential work credentials; overview of Social Security, Social Security card and number, immigration papers, working papers, work permit, age restrictions on job duties, Fair Labor Standards Act	Essay: Letter Writing
6	Employment Barriers	Creating a work schedule; child care, elder care, transportation, household chores, family/personal obligations, school/training hours, or extracurricular activities; work schedule options and time management organization	Essay: Expository
7	Personal Information Sheet	Developing a personal information sheet that might be valued by potential employers: education, paid and unpaid work experiences, life experiences, interests and other related competencies; electronic and paper applications; job application tips	Essay: Descriptive
8	Cover Letters	Use of cover letters as an introduction to the employer to obtain an interview; elements of a cover letter; drafting different types of cover letters	Essay: Letter Writing
9	Creating a Resume	Understanding the job market and the purpose of a resume; types of resumes: chronological, functional, combination, or targeted; skill sets; resume format: beginning and final drafts; review of resumes by employers	Essay: Resume Writing
10	Resume Development	Resume diversity, resume details, targeted resume, identifying personal skills; chronological, functional, combination, and electronic resumes; word processor formatting	Essay: Resume Writing

Lesson Title		Lesson Content	Essays & Media
11	Employment References	Purpose and importance of obtaining good personal and professional references; how the employer uses these references to verify the information on a resume; references available upon request; employment reference guidelines and references from prior employers	Essay: Letter Writing
12	Looking for a Job	Challenges of a job search; strategies for a successful job search; risking rejection; how to handle the personal and professional pressures of a new job; negative behaviors	Essay: Descriptive
13	Career Portfolio	Creating a career portfolio; job search and career assessment; key documents for the career portfolio: job search checklist, Social Security information, Fair Labor Standards Act information; skill sets, weekly schedule, job preferences or requirements, cover letter, resume, personal information sheet, professional and personal references	Essay: Persuasive
<i>Unit 4: The Job Search and Interview Process</i>			
14	First Job	Using a beginning job to achieve short-term goals such as making money and gaining work experience; worker demographics, education and wages; types of occupations: service, sales, office and administrative support, construction and extraction, production, and typical entry level jobs; evaluating the pros and cons of a beginning job	Essay: Descriptive
15	Networking	Team approach to finding job openings; hidden job market; techniques for developing and maintaining a large, successful, and expanding personal network; use of networks to identify possible job openings and/or obtaining a personal reference to meet with employers; informational interview	Essay: Expository
16	Employment Advertisements	Importance of job advertisements; published and online advertisements; how to respond to a job advertisement; online job searches and job banks; descriptive words for resumes	Essay: Descriptive
17	Employment and Training Agencies	Federal system of employment services and job training; Workforce Investment Act of 1998, Workforce Investment Board; one-stop centers, free job seeking services, special services for teenagers and at-risk youth; Job Corps	Essay: Expository
18	Preparing for the Interview	Guidelines for the interview process; identifying skill sets; learning about the employer and the requirements of the position; preparing for typical interview questions; appropriate and inappropriate interview questions; interview tips	Essay: Descriptive

Lesson Title		Lesson Content	Essays & Media
19	Interview Strategies	Discussion of the interview process; strategies for a successful interview; phases of a typical job interview: meet and greet, employer and employee question period, closing; purpose and importance of writing a follow-up thank you note	Essay: Expository
<i>Unit 5: Keeping a Job and Building on Your Success</i>			
20	Basic Job Regulations	First day on the job and typical first week activities; probation period; job coaching and job shadowing; interacting with customers; personnel forms and orientation; office policies; appropriate employee dress, positive attitude, effort, punctuality, manners; separation of personal issues from the workplace; how the boss and co-workers perceive a new worker; importance of controlling any negative emotions or feelings	Essay: Narrative
21	Communicating with Co-workers	Importance of getting along with co-workers; organizational chart; becoming part of the team; techniques for dealing with problematic co-workers; keeping personal life issues separate from the workplace; sexual harassment issues and guidelines	Essay: Expository
22	Supervisors and Employees	Job stress and causes of job stress; clarifying responsibilities and resources of the job, tactfully asking for assistance, accepting constructive criticism; how to create a positive relationship with a supervisor and/or employer; effective communication, chain of command; unions; Office of Personnel Management	Essay: Expository
23	Employees and Customers	Why the customer is important; types of customer services; elements of quality customer service: courtesy, prompt attention, reliability, personal attention, knowledgeable staff, empathy, dialogue and exchange of information with the customer, difference between hearing and listening, understanding the customer's needs, effective communication, dealing with irate customers, senior citizens, and customers with disabilities	Essay: Expository
24	Workplace Opportunities	Career advancement and expansion; experience on the job is an opportunity for learning; job performance: exceeding job performance expectations, networking on the job; developing technical skills; continuing education and career goals	Essay: Expository
25	Teamwork	Characteristics of a good employee and an effective leader; the money factor; need for an effective employer; employee participation in the decision making process' responsibility and teamwork	Essay: Persuasive
26	Changing Jobs	Resigning from a job professionally; critical timing; employer reaction to an employee's resignation; preparing for the last day of work and completing assigned tasks; using an employer as a future reference	Essay: Letter Writing

Lesson Title		Lesson Content	Essays & Media
<i>Unit 6: Financial and Career Planning For the Future</i>			
27	Paycheck Information	Payroll terms: worker's gross pay and net pay, payroll withholdings and deductions, pay stub, taxable income, earned income, unearned income, federal income tax withholdings, W-4 forms, personal allowances worksheet, employer's tax guide, Federal Social Security Tax withholding, Federal Medicare Tax withholding, state income tax withholdings, gratuities and tips; regulations on submitting tax returns; Earned Income Tax Credit	Essay: Expository
28	Employee Benefits	Value and types of employee benefits: healthcare, retirement, life and disability insurance; work schedule retirement contribution plans: 401K and 403B, life insurance and disability insurance; work schedule: including holidays, vacation, and sick leave, full and part time employee benefits, cost of medical insurance	Essay: Expository
29	Budgeting	Creating a realistic personal budget; gross and net pay; identifying basic living expenses; differentiating between wants and needs and planning for future expenditures and/or obligations; taxes, paycheck withholdings, savings account	Essay: Narrative
30	Savings and Compound Interest	Financial benefits of saving a portion of one's income for short and long term goals; choices and consequences; power of compound interest, opportunity costs, future options, interest rates; tips for saving; "Rule of 72"	Essay: Expository
31	Retirement Information	Relationship between education and income; cost of retirement; retirement and poverty guidelines; Individual Retirement Accounts (IRAs); investing for retirement: stocks, bonds, and annuities, overview of Social Security	Essay: Expository
32	Job Satisfaction	Types of jobs that interest the student for a future career; aptitudes, career choices, job experience	Essay: Descriptive