

Portable Assisted Study Sequence Career Connections

SCOPE OF COURSE

This course is designed to help students find out more about their interests, talents, values, and goals in life. Once they know more about themselves and what they want to achieve, students will learn how to use that information to find a career or life path where they will be happy and fulfilled. This course will be very helpful for students in making plans for after high school, whether they plan on going on to post-secondary education or entering the workforce immediately, as it helps them learn how to start preparing for a future career.

SEQUENCE OF SKILLS

UNIT 1 – Learning About Yourself

1. Introduction to the Course
2. Your Autobiography
3. What Do You Bring to the Table?
4. Personality Types
5. O*NET Interest Profiler and How It Can Help
6. Abilities and Values Assessments
7. Nontraditional Careers
8. Training and Education requirements for different career paths
9. Developing a Basic Career Plan
10. Decision-Making
11. Evaluating Careers

UNIT 2 – Learning About Careers

1. The Changing Labor Market
2. Supply and Demand
3. Free Enterprise
4. Career Resources & Introduction to Career Industries and Occupations
5. Careers in Construction
6. Careers in Energy
7. Careers in Advanced Manufacturing
8. Careers in Health Care
9. Careers in STEM
10. Types of Businesses and the Organizational Structure
11. Be An Entrepreneur
12. Job Shadowing and Volunteering

UNIT 3 – Applying For Jobs

1. Organizing Your Job Search
2. Evaluating Jobs Based On Wage
3. Using the Newspaper & Internet to Search for Jobs
4. Writing a Résumé
5. Writing A Cover Letter
6. Job Applications
7. Career Portfolio & Letters of Reference
8. The Job Interview
9. Interview Scenarios
10. After the Interview
11. Networking
12. Job Searching Tips

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SEQUENCE OF SKILLS

UNIT 4 – Success On The Job

1. Organizing Your Job Search
2. Diversity & Communication
3. Conflict Resolution
4. Receiving Feedback
5. Teamwork
6. Decision-Making on the Job
7. Getting Tasks Accomplished on the Job
8. Management and Leadership Styles
9. Your Wages and Withholdings
10. Your Rights as a Worker
11. Discrimination in the Workplace
12. Moving On From a Job

UNIT 5 – Planning Your Future

1. Setting Goals (CB/WB)
2. Planning for the Future (CB/WB)
3. Paying for College (CB/WB)
4. Test Taking (CB/WB)
5. How Do YOU Learn? (CB/WB)
6. Looking Toward the Unknown (CB/WB)
7. The College Essay (CB)
8. Putting It All Together (CB)
9. Completing the College Application (CB)
10. Preparing for the College Interview (CB)
11. You and Your Family (CB/WB)
12. Internet Resources (CB/WB)
13. The College Culture (CB)
14. Graduating from High School (WB)
15. Creating A Budget (WB)
16. Using A Monthly Budget (WB)
17. Further Developing Your Career Plan (WB)

CB = college bound
WB = work bound

Students are asked to do only those lessons relevant to their focus after high school.