

Wyoming Department of Education Required Virtual Education Course Syllabus

BIG HORN COUNTY SCHOOL DISTRICT #1

Program Name	WYCA	Content Area	Other
Course ID	CAOT86331	Grade Level	9, 10, 11, 12
Course Name	Career Planning and Skill Development	# of Credits	0.5
SCED Code	22151G0.5011	Curriculum Type	Connections Academy

COURSE DESCRIPTION

As a high school student, it may seem like entering the workforce is right around the corner. It's important that you're prepared. The Career Planning and Skill Development course will introduce you to the workforce by having you explore your interests, values, and skills. Knowing yourself better in this way will help you plan for your future career. As part of this planning process, you will learn about a variety of career fields—from business, to education, to public service. Many career fields may interest you. The course also teaches you the important task of finding a job. You will learn how to write a cover letter and resume, fill out a job application, and act in an interview. You will learn the qualities of a successful employee, and additional career-related skills, such as problem-solving and communication.

WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK
CV12.1.1	College and career-ready students evaluate current knowledge and interests in order to set career goals.
CV12.1.3	College and career-ready students prepare an educational and career plan to enable them to gain desired knowledge and experience.
CV12.1.4	College and career-ready students demonstrate employability skills that enable them to be responsible and contributing citizens and employees.
CV12.2.1	College and career-ready students communicate clearly, effectively, and with reason.
CV12.2.2	College and career-ready students identify and model integrity, ethical leadership and effective management skills.
CV12.2.3	College and career-ready students work productively in teams while using cultural global competence.
CV12.4.2	College and career-ready students determine the meaning of symbols, key terms, and other content-specific words and phrases as they are used in technical context. (*Adapted from CCSS RL.9.11)
CV12.4.3	College and career-ready students acquire, manipulate, analyze, diagnose, and/or report information, using the appropriate technology.
CV12.4.4	College and career-ready students precisely follow a complex multistep procedure when performing technical tasks. (*Adapted from CCSS RL.9.3)

SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES
<p>Unit 1: Introduction to Career Planning In this unit, you will learn how to tell the difference between needs and wants, and explore the concepts of goods and services. You will also explore your personal values, learn about common career misconceptions, and examine career expectations.</p>	CV12.1.1, CV12.1.3, CV12.1.4	<ul style="list-style-type: none"> Differentiate between needs and wants Identify goods and services, and how the economy relates to career opportunities Determine personal values Identify potential careers and manage career expectations Identify career research resources
<p>Unit 2: Self-Assessment In this unit, you will explore your personal interests, aptitudes, and skills by taking a survey. Then you will compare your results to various careers to learn which types of careers fit your personality. You will also examine your personal values and skills to help identify possible careers that match your personal preferences.</p>	CV12.1.1, CV12.1.3, CV12.1.4	<ul style="list-style-type: none"> Analyze your personality and personal skills to discover your top career matches Identify your top values Identify personal traits suited for certain types of careers Describe the results from the Interests, Aptitudes, and Skills questionnaire Identify examples of assertive, persuasive, and systematic traits
<p>Unit 3: Career Exploration In this unit, you will learn about the job responsibilities, and categories of several career fields. As you work through this unit, take some time to think about which career might appeal to you based on your skills and personality type.</p>	CV12.1.1, CV12.1.3, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.4.2, CV12.4.3, CV12.4.4	<ul style="list-style-type: none"> Identify various careers and career categories Determine the educational paths that are appropriate for specific careers Describe various career fields Identify the educational requirements and job responsibilities for various careers Identify entrepreneurial opportunities

<p>Unit 4: Planning Your Future In this unit, you will learn how to apply the decision-making process to situations in your life, learn how to calculate your current grade point average, investigate career options available after you graduate from high school, examine career options based on your personal interests, and begin formulating plans for your current academic year to plans for the future.</p>	<p>CV12.1.1, CV12.1.3, CV12.1.4, CV12.4.2, CV12.4.3, CV12.4.4</p>	<ul style="list-style-type: none"> • Apply the decision-making process to situations in your life • Analyze and identify a financial plan for a monthly budget • Analyze and identify post-high school options • Identify some career options based upon your personality and desires • Formulate academic and career plans
<p>Unit 5: Searching for a Job Before you begin your job search, there are several additional factors to consider. Before you begin your search, determine how you want to be paid and your desired benefits package. Use multiple methods of research, including networking, to conduct your job search. Present properly written and reviewed job application materials and learn to prepare for and conduct yourself during a job interview. In this unit, you will learn how to use various research methods to search for a job, how to fill out a job application, and how to create a cover letter and resume.</p>	<p>CV12.1.1, CV12.1.3, CV12.1.4, CV12.4.2, CV12.4.3, CV12.4.4</p>	<ul style="list-style-type: none"> • Identify personal goals and distinguish between short-term, medium-term, and long-term goals • Conduct career research and identify employer benefits • Create all application requirements, including a resume and cover letter, for a job in your chosen career • Conduct an informational interview and then send a thank you letter • Create a career plan
<p>Unit 6: Starting a New Job When you graduate from high school and college, you may find yourself working in a corporate setting. Whether you are a receptionist, marketing director, or vice president in a company, you play a role in the hierarchy of that company. So, it's important to understand how companies are organized and what roles and responsibilities you might be expected to accomplish in your role. All companies are organized and work in different ways, but they are similar. They have policies and procedures in place. In this unit, you will learn about laws and policies that should guide your behavior in the workplace. You will also learn about qualities of successful employees.</p>	<p>CV12.1.1, CV12.1.3, CV12.1.4, CV12.4.2, CV12.4.3, CV12.4.4</p>	<ul style="list-style-type: none"> • Demonstrate knowledge of work place policies and procedures to be successful in the workplace • Practice filling out new hire documents • Evaluate ways to stay competitive in a changing workforce
<p>Unit 7: Workplace Skills In this unit, you will learn about teamwork, communication processes, factors that influence these processes, and barriers that can interrupt communications. You will also learn effective ways to communicate through business letters, presentations, emails, forums, and business meetings. Then you will have a chance to learn how to solve problems using a ten-step process that incorporates skills such as planning, predicting, compromising, reacting fairly, assessing, and considering different perspectives.</p>	<p>CV12.2.1, CV12.2.2, CV12.2.3, CV12.4.2, CV12.4.3, CV12.4.4</p>	<ul style="list-style-type: none"> • Recall the 3 Cs of teamwork: communication, commitment, and collaboration • Communicate effectively through presentations, letters and electronic communications • Identify how to be productive in the workplace • Utilize the problem-solving process