

NFC ACADEMY



COURSE OVERVIEW

Career Management assists students in their preparation for career selection. The course is designed to improve workforce skills needed in all careers including:

- Communication
- Leadership
- Teamwork
- Decision making
- Problem solving
- Goal setting
- Time management

Students will complete activities that help identify personal interests, aptitudes, and learning styles. Students will use results of self-assessments to determine careers that may prove personally satisfying.

Students will complete an in-depth career research activity that can be repeated for each future career decision. Students will also create a career portfolio as they work through the curriculum.

In addition to the default course program, Career Management includes alternate lessons, projects, and tests for use in enhancing instruction or addressing individual needs.

OBJECTIVES

- Examine the idea of work and what work entails.
- Analyze personal skills, aptitudes, and interests in order to choose a compatible career.
- Conduct career research while utilizing a variety of resources, both print and online.
- Create a lifestyle budget and career plan.
- Identify the steps necessary to prepare for chosen careers.
- Identify important elements of a resume and cover letter.
- Analyze and implement steps for problem solving and decision making.

Requirements

Students will have to research different aspects of careers and will rely heavily on the Career Clusters developed by the U.S. Department of Education. They also will be asked to find and summarize job related information such as potential income, job requirements, and basic employability skills.

Some of the tasks in the chapter projects ask for answers that can be found in the lessons themselves, while others require research using the Internet. Students should have access to a computer with Internet and a good working knowledge of how to find information on the Web. While sample URLs are usually presented as a starting point, the student should have a basic knowledge of using search engines to find specific information.

Career Management Course Overview

Unit 1: What is Work?

- Chapter 1: What is Work?
 - The Purpose of Work
 - Personal Benefits of Work
 - Wages and Employment Benefits
 - Project: Time Sheet
 - Project: Earning Statement
 - Lifestyle Goals
 - Project: Lifestyle Budget
 - Societal Benefits of Work
 - Basic Work Qualifications

- Chapter 2: Elements of Work
 - Work Environment
 - Basic Employability Skills
 - Project: Basic Employability Skills
 - Problem Solving
 - Project: Problem Solving
 - Lifelong Learning and Technology
 - Career Clusters: Part 1
 - Project: Hospitality and Tourism Brochure

Unit 2: Self-Assessment

- Chapter 1: Assessing Yourself
 - Your Interests
 - Skills and Aptitudes
 - Project: Extended Activity – Play Web-based Aptitude, Skill, and Value Game
 - Project: Interests, Skills, and Aptitudes
 - Personality Traits and Values
 - Project: Extended Activity – Inherited Values
 - Learning Styles
 - Project: Complete a Transferable and Self-Management Skills Inventory
- Chapter 2: Developing Interpersonal Skills
 - Listening
 - Speaking
 - Writing
 - Project: Giving and Receiving Directions
 - Teamwork and Collaboration
 - Project: Teamwork
 - Career Clusters: Part 2
 - Project: Arts, AV Technology and Communications Brochure

Unit 3: Career Research

- Chapter 1: Research Criteria

- Project: Predict Career Information
- Career Skills, Tasks, and Tools
- Project: Career Skills, Tasks, and Tools
- Career Education, Training, and Qualifications
- Career Wages and Benefits
- Career Outlook
- Project: Extended Activity — Career Outlook
- Chapter 2: Research Sources and Skills
 - Project: Career Research
 - Project: Career Portfolio
 - Project: Post-Secondary Education Portfolio
 - Career Clusters: Part 3
 - Project: Transportation, Distribution and Logistics Brochure

Unit 4: Planning for Your Career

- Chapter 1: Workplace Considerations
 - Workplace Etiquette
 - Project: Work Poem
 - Workplace Trends
 - Emerging Careers
 - Adjusting to Workplace Trends
 - Self-improvement
- Chapter 2: Decision Making
 - Project: Academics Portfolio
 - Project: Activities Portfolio
 - Career Clusters: Part 4
 - Project: Marketing Brochure

Unit 5: Preparing for Your Career

- Chapter 1: Creating Employment Documents
 - Resumes
 - Project: Resume
 - Cover Letters
 - Project: Cover Letters

- Job Applications
- Project: Job Applications
- Your Professional Online Presence
- Project: Professional Presence
- Chapter 2: Contact with Employers
 - Finding Job Leads
 - What to Expect During an Interview
 - Research Potential Employers
 - Interview Behavior/Skills
 - Interview Follow-up

GRADING INFORMATION

GRADING COMPONENTS

Lessons	35%
Quizzes	25%
Projects	10%
Tests	30%

GRADING SCALE

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F