

NFC ACADEMY



COURSE OVERVIEW

The Introduction to Careers in Education and Training course will introduce students to the field of education and training, and the opportunities available for early-childhood care, primary school, secondary school, higher education, vocational training, and adult and continuing education. The students will gain an understanding of the career options available in teaching, administrative work, and support services. They will also explore the education and background experience needed to succeed in these careers.

Students will learn about the evolution of the modern educational system in the United States, and the policies and laws that govern educational institutions. They will also discover the similarities and differences between the ethical and legal obligations of working with adults versus working with children.

Students will learn about the skills needed to be effective communicators. They will also learn how to differentiate between different types of learning theories, and they will explore how to implement current principles from educational psychology into the classroom.

Students will also learn how to create a safe and healthy learning environment. They will discover the federal laws and agencies that set health-and-safety standards, and they will learn how these regulations are enforced in the workplace.

The objective of this course is to introduce the student to the field of education and training, and to explain the career opportunities that are available in this field.

OBJECTIVES

- Apply communication skills with students, parents, and other groups to enhance learning and a commitment to learning.
- Demonstrate critical-thinking skills while processing educational communications, perspectives, policies, and/or procedures.
- Categorize risks to safety, health, and the environment in education and training settings.
- Demonstrate group-collaboration skills to enhance professional education and training practice.
- Analyze ethical and legal policies of professional education and training practice.
- Describe legal rights that apply to individuals and practitioners within education and training settings.
- Define state and federal professional development requirements to maintain employment and to advance in an education and training career.
- Apply organizational skills and logic to enhance professional education and training practice.
- Demonstrate group-management skills that enhance professional education and training practice.

Introduction to Careers in Education and Training Course Requirements

There are no requirements that must be met before the student begins this course.

Introduction to Careers in Education and Training Course Outline

Unit 1 Education and Training: Historical Perspectives, Introduction, and Critical Skills

- Chapter 1: Education and Training: Historical Perspectives, Introduction, and Critical Skills
 - Lesson: Historical Foundations of Education and Training
 - Project: What Did Children Learn?
 - Lesson: Current Trends and Social, Political, and Economic Goals of Education and Training

- Lesson: Overview of Careers in Education and Training
 - Project: Create a Job Advertisement
- Chapter 2: Communication Skills in Education and Training
 - Lesson: Communication Skills 101
 - Project: Evaluate Communication Skills
 - Lesson: Overcoming Communication Barriers
 - Lesson: Educational Funding Opportunities to Improve Schools
 - Project: Write an Educational Grant Proposal

Unit 2 Learning Styles and Collaborative Learning

- Chapter 1: Cognition and Learning
 - Lesson: Learning and Learning Theories
 - Project: Write a Classroom Activity
 - Lesson: How to Encourage Students to Want to learn
 - Lesson: How to Encourage Students to Think about Their Thinking
 - Project: Develop Your Metacognitive Skills
- Chapter 2: Collaborative Learning and Group Skills in Education and Training
 - Lesson: Group Dynamics
 - Project: Diagram Your Groups
 - Lesson: When Teachers and Students Learn Together
 - Lesson: Careers in Instructional Design
 - Project: Write a Resume for an Instructional Designer

Unit 3 Educational Policy and Human Resource Development

- Chapter 1: Perspectives in Educational Policy
 - Lesson: Careers in Educational Research and Policy
 - Project: Investigate Career Options
 - Lesson: Federal Policies on Primary and Secondary Education
 - Lesson: Federal Policies on Adult Education
 - Project: Create an Informational Poster
- Chapter 2: Human-Resource Development
 - Lesson: Conflict Management and Resolution

- Project: Design a Conflict Resolution Pamphlet
- Lesson: Meeting Models
- Lesson: Careers in Human Resources Development
- Project: Design Your Undergraduate Curriculum

Unit 4 Ethical and Legal Policies of Careers in Education and Training

- Chapter 1: Ethical and Legal Responsibilities of Working with Children and Adolescents
 - Lesson: Legal Responsibilities of Working with Children and Adolescents
 - Project: The People Behind the Laws
 - Lesson: Ethical Responsibilities in Education and Training
 - Lesson: Careers in Social Work, Psychology, and School Counseling
 - Project: Interview a Professional
- Chapter 2: Ethical and Legal Responsibilities of Working with Adults
 - Lesson: Laws Governing Higher Education
 - Project: Research a School's Financial-Aid Options
 - Lesson: Ethics in Higher Education
 - Lesson: Careers in Higher Education
 - Project: Biography of a College President

Unit 5 Health and Safety in Education and Training

- Chapter 1: Health and Safety in the School Setting
 - Lesson: Health and Safety Regulations in Early Child-care Settings
 - Project: Create an Informational Brochure
 - Lesson: Health and Safety Regulations in K–12 Schools
 - Lesson: Careers in Health and Safety in Schools
 - Project: Write a School Newspaper Article that Highlights the Contributions of School Health-and-Safety Personnel
- Chapter 2: Health and Safety in the Workplace
 - Lesson: Health and Safety Regulations in the Workplace
 - Project: Create an Informational Poster

- Lesson: Training for Health and Safety in the Workplace
 - Project: Create a Chart Comparing Careers in Health-and-Safety
- Lesson: Careers in Health and Safety

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