

Career Research and Development II
Grade 12
Essential Curriculum

UNIT I: CAREER EXPLORATION

Goal: Students will assess career cluster choices and related pathways to develop an academic and career plan.

Objectives- The student will be able to:

- a. Review a high school plan including postsecondary options and make modifications to align with personal and career goals.
- b. Make decisions about the advantages and challenges of employment in a non-traditional career.
- c. Determine career preference regarding geographic mobility and one's employability.

UNIT II: CAREER PREPARATION

Goal: Students will prepare for postsecondary and career success through a sequenced academic and technical program of study and related workplace experiences.

Objectives- The student will be able to:

- a. Develop and complete the steps and timelines for taking entrance tests, choosing post-secondary schools, gaining admission and applying for financial aid and/or entering the workforce.
- b. Prepare post-secondary applications and financial aid/scholarship forms.
- c. Review and update their career portfolio.
- d. Present the career portfolio in job and postsecondary interviews.
- e. Search for a work-based learning experience that is reflective of their interests and assessments.

UNIT III: JOB SEEKING AND ADVANCEMENT

Goal: Students will demonstrate skills to secure, maintain and advance in their chosen or related career cluster.

Objectives- The student will be able to:

- a. Demonstrate proficiency in job seeking through updating a resume, refining the process for writing a high quality cover letter and preparing for interviews.
- b. Refine the process for pursuing appropriate employment leads based on career interests and assessments, and personal preferences.
- c. Demonstrate a variety of skills and behaviors to maintain employment such as thinking skills, the ability to work on teams, strong interpersonal skills, technology skills, communication skills, honesty and other positive personal qualities.
- d. Evaluate job prospects based on labor market trends and personal preferences.
- e. Identify personal growth situations that occur in school and during job seeking activities that require assistance from outside resources.
- f. Participate in at least one work-based learning experience.
- g. Participate in developing a written, personalized, work-based learning agreement and plan.
- h. Apply cluster content standards to specific work-based learning experiences and high school plan.

UNIT IV: SUCCESS IN THE WORLD OF WORK

Goal: Students will demonstrate the ability to analyze authentic workplace issues and concerns in order to develop problem-solving strategies.

Objectives - The student will be able to:

- a. Articulate authentic workplace issues and concerns.
- b. Develop problem-solving strategies, to resolve authentic workplace issues and concerns.
- c. Identify and demonstrate professional behaviors.
- d. Analyze a paycheck and the components.
- e. Identify Occupational Safety and Health Administration (OSHA) Standards and Regulations.
- f. Understanding the Americans with Disabilities Act (ADA).
- g. Demonstrate understanding of Human Resources policies such as sick- leave, family leave, vacation, paid holidays, worker's compensation, Drug and Alcohol Rehabilitation Services and group life insurance.

UNIT V: CAREER SATISFACTION AND TRANSITION

Goal: Students will demonstrate how the ongoing attainment of knowledge and skills enhance one's ability to function and transition effectively in a diverse and changing economy.

Objectives- The students will be able to:

- a. Revisit one year and five year education and employment plans and monitor progress toward meeting the goals of each plan.
- b. Evaluate personal, financial and professional goal statements that apply to further education and/or technical training.
- c. Understand job performance as it relates to performance evaluation.

UNIT VI: FINANCIAL LITERACY

Goal: Students will demonstrate the ability to identify financial literacy skills and apply them to life management.

Objectives- The student will be able to:

- a. Identify the components of the financial planning process.
- b. Examine the significance of goal setting within the financial planning process and develop financial goals.
- c. Identify principles of saving and investing as they apply to financial planning.
- d. Analyze the benefits and costs of consumer credit as they apply to financial planning.
- e. Explain the various types of insurance as options for financial protection and planning.
- f. Analyze pay stubs and accurately identify earnings available to determine resources for financial goals.
- g. Demonstrate the management of financial resources in order to create a personal spending plan.

UNIT VII: CONSUMER AWARENESS

Goal: Students will demonstrate the ability to identify effective consumer strategies and apply them to life management.

Objectives- The student will be able to:

- a. Apply consumer decision-making skills to optimize financial resources.
- b. Describe how income, career environment, and peer pressure affect buying choices.
- c. Analyze persuasive techniques used in advertising.
- d. Explain consumer fraud and identify ways to avoid consumer fraud.

UNIT VIII: MANAGING YOUR FUTURE

Goal: Students will demonstrate the ability to re-evaluate their personal traits and professional skills and re-assess their future mapping to achieve their ideal life.

Objectives- The student will be able to:

- a. Re-evaluate personal traits and professional skills in relationship to a career plan.
- b. Identify situations for accessing people and other resources to seek assistance when needed.
- c. Identify strategies for managing life changes caused by external events.
- d. Describe how changes in motivation and aspirations over time can impact personal and professional growth.