Odysseyware®

CURRICULUM OVERVIEW

Career Management
Career and Technical Education Series

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Career Management Course Overview

Career management is a semester-length high school elective course that 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
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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.

- **Unit 1: What is Work?** Unit I looks at the elements of employment, from the purpose and personal benefits of work to lifelong learning and technology. Students learn about wages and employment benefits, find out how to maintain a time sheet, set lifestyle goals that match their work goals, and attain problem-solving skills. Students will also explore career clusters and begin a project that helps them which career clusters best match their talents and life goals.
- **Unit 2: Self-Assessment:** Students begin this unit discussing their interests, skills and aptitudes. Students also explore their personality traits and values, and their learning styles. In lessons on listening, speaking and writing, students learn about communication skills and how to use them to improve relationships and performance. Teamwork and collaboration round out the unit, and students learn the importance of positive teamwork skills and the opportunities they will find throughout life to use them.
- **Unit 3: Career Research:** This unit begins with an emphasis on the skills and tools students should possess for success as a member of the workforce. It continues with an overview of career education, training and qualifications, as well a look at the level of wages and benefits students can expect for different careers. Students will also learn about resources for exploring careers and how to compare careers based on research they conduct.
- **Unit 4: Planning for Your Career:** What is appropriate workplace behavior and style, and how does it affect a career? Those are some of the topics students will explore in this unit, which will help them identify some of the benefits wise choices in those areas can have. Students will also learn about workplace trends, such as telecommuting and flextime, and behaviors that they can develop that will make them highly employable. Decision-making steps, goal-setting, mentoring and conflict management will also be studied, as will the importance of extracurricular and community activities.
- **Unit 5: Preparing for Your Career:** Some of the nuts and bolts of acquiring a job are the focus of this unit, as students explore resumes, cover letters, job applications and finding job leads. Skills to help students through the job-seeking process are also taught through lessons on researching potential employers as well as on interview behaviors and follow-up.

Unit 1: What is Work?

Assignments

1.	Course Overview	16.	Project: Basic Employability Skills*
2.	The Purpose of Work	17.	Problem Solving
3.	Personal Benefits Of Work	18.	Project: Problem Solving*
4.	Wages and Employment Benefits	19.	Lifelong Learning and Technology
5.	Project: Time Sheet	20.	Career Clusters
6.	Project: Earning Statement	21.	Project: Career Clusters Research Tri-fold
7	Lifestyle Goals	22.	Quiz 2: Elements of Work
8.	Project: Lifestyle Budget	23.	Alternate Quiz 2—Form A: Elements of Work*
9.	Societal Benefits of Work	24.	Alternate Quiz 2—Form B: Elements of Work*
10.	Quiz 1: What is Work?	25.	Special Project*
11.	Alternate Quiz 1—Form A: What is Work? *	26.	Review
12.	Alternate Quiz 1—Form B: What is Work? *	27.	Test
13.	Basic Work Qualifications	28.	Alternate Test—Form A*
14.	Work Environment	29.	Alternate Test—Form B*
15.	Basic Employability Skills	30.	Glossary and Credits

Unit 2: Self-Assessment

Assignments

1.	Your Interests	15.	Project: Giving and Receiving Directions
2.	Skills and Aptitudes	16.	Teamwork and Collaboration
3.	Project: Extended Activity – Play Web-based Aptitude, Skill, and Value Game*	17.	Project: Teamwork*
		18.	Career Clusters
4.	Project: Interests and Aptitudes	19.	Project: Career Clusters*
5.	Personality Traits and Values	20.	Quiz 2: Developing Interpersonal Skills
6.	Project: Extended Activity – Inherited Values*	21.	Alternate Quiz 2—Form A: Developing Interpersonal Skills*
7.	Learning Styles	22.	Alternate Quiz 2—Form B: Developing Interpersonal Skills*
8.	Project: Complete a Transferable and Self-Management Skills Inventory		
9.	Quiz 1: Assessing Yourself	23.	Special Project*
10.	Alternate Quiz 1—Form A: Assessing Yourself*	24.	Review
11.	Alternate Quiz 1—Form B: Assessing Yourself*	25.	Test
12.	Listening	26.	Alternate Test—Form A*
13.	Speaking	27.	Alternate Test—Form B*
14.	Writing	28.	Glossary and Credits

Unit 3: Career Research

Assignments

1. Project: Predict Career Information
2. Career Skills, Tasks, and Tools
3. Project: Career Skills, Tasks and Tools*
4. Career Education, Training and Qualifications
5. Career Wages and Benefits
6. Career Outlook
7. Project: Extended Activity: Career Outlook*
8. Quiz 1: Research Criteria
9. Alternate Quiz 1—Form A: Research Criteria*
10. Alternate Quiz 1—Form B: Research Criteria*
11. Internet Research
12. Library and Print Resources
13. Additional Research Resources
14. Evaluate and Use Multiple Resources
15. Quiz 2: Research Sources and Skills
16. Alternate Quiz 2—Form A: Research Sources and Skills*
17. Alternate Quiz 2—Form B: Research Sources and Skills*
18. Project: Career Research Project
19. Project: Portfolio Project Careers
20. Project: Portfolio Project Post-Secondary Education
21. Career Clusters
22. Project: Career Clusters*
23. Special Project*
24. Review
25. Test
26. Alternate Test—Form A*
27. Alternate Test—Form B*
28. Glossary and Credits

Unit 4: Planning for Your Career

Assignments

1. Workplace Etiquette
2. Project: Work Poem*
3. Workplace Trends
4. Emerging Careers
5. Adjusting to Workplace Trends
6. Self-improvement
7. Quiz 1: Workplace Considerations
8. Alternate Quiz 1—Form A: Workplace Considerations*
9. Alternate Quiz 1—Form B: Workplace Considerations*
10. Decision-Making Steps
11. Goal Setting
12. Project: Setting Goals
13. Conflict Management
14. Thinking Skills
15. Project: Thinking Skills
16. Extracurricular Activities
17. Quiz 2: Decision Making
18. Alternate Quiz 2—Form A: Decision Making*
19. Alternate Quiz 2—Form B: Decision Making*
20. Project: Portfolio Project Academics
21. Project: Portfolio Project Activities
22. Career Clusters
23. Project: Career Clusters*
24. Special Project*
25. Review
26. Test
27. Alternate Test—Form A*
28. Alternate Test—Form B*
29. Glossary and Credits

Unit 5: Preparing for Your Career

Assignments

1. Résumé
2. Project: Résumé*
3. Cover Letter
4. Project: Cover Letter*
5. Job Application
6. Project: Job Application*
7. Professional Online Presence
8. Project: Professional Presence*
9. Quiz 1: Create Employment Documents
10. Alternate Quiz 1—Form A: Create Employment Documents*
11. Alternate Quiz 1—Form B: Create Employment Documents*
12. Finding Job Leads
13. What To Expect During An Interview
14. Researching Potential Employers
15. Interview Behavior/Skills
16. Interview Follow-up
17. Quiz 2: Contacting Employers
18. Alternate Quiz 2—Form A: Contacting Employers*
19. Alternate Quiz 2—Form B: Contacting Employers*
20. Special Project*
21. Review
22. Test
23. Alternate Test—Form A*
24. Alternate Test—Form B*
25. Glossary and Credits

CM	Unit 6: Course Review, And Exam	
	Assignments	
	1. Review	3. Alternate Exam—Form A*
	2. Exam	4. Alternate Exam—Form B*

(*) Indicates alternative assignment