

# CURRICULUM OVERVIEW

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## Introduction to Careers in Education and Training

Career and Technical Education Series



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## Introduction to Careers in Education and Training Course Overview

Introduction to Careers in Education and Training 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.

- **Unit 1: Education and Training: Historical Perspectives, Introduction, and Critical Skills:** In this unit students learn about the historical evolution of the American educational system and the social, political, and economic role that education currently plays in modern society. They also learn about the critical importance of strong communication skills to a successful career in education and training.
- **Unit 2: Learning Styles and Collaborative Learning:** In this unit students learn about the different theories that describe how people learn and the fundamentals of educational psychology. Students also investigate the ways in which group interactions can be used to enhance the learning process.
- **Unit 3: Educational Policy and Human-Resource Development:** Unit 3 examines the careers available in the field of educational research, policy development, and human resources. Students also discover some of the skills critical to these careers including conflict resolution, leadership, and management skills.
- **Unit 4: Ethical and Legal Policies of Careers in Education and Training:** Unit 4 examines the ethical and legal rights that govern behavior as it relates to training and education. Students also learn about the federal laws that are applicable to K–12 schools and higher educational institutions. They also explore career opportunities in the fields of social work and career counseling and those available in higher education.
- **Unit 5: Health and Safety in Education and Training:** In Unit 5, students examine the health and safety practices that are applicable to the educational setting. They also discover the career opportunities that are available in the field of health and safety.

Intro. to Careers in Education and Training	Unit 1: Education and Training: Historical Perspectives, Introduction and Critical Skills	
	Assignments	
	1. Course Overview	10. Overcoming Communication Barriers
	2. Historical Foundations of Education and Training	11. Educational Funding Opportunities to Improve Schools
	3. Project: What Did Children Learn	12. Project: Write an Educational Grant Proposal
	4. Current Trends and Social, Political, and Economic Goals of Education and Training	13. Quiz 2: Communication Skills in Education and Training
	5. Overview of Careers in Education and Training	14. Special Project*
	6. Project: Create a Job Advertisement	15. Test
	7. Quiz 1: Education and Training: Historical Perspectives, Introduction, and Critical Skills	16. Course Project Part 1: You are the Teacher*
	8. Communication Skills 101	17. Glossary and Credits
	9. Project: Evaluate Communication Skills	
Intro. to Careers in Education and Training	Unit 2: Learning Styles and Collaborative Learning	
	Assignments	
	1. Learning and Learning Theories	10. Careers in Instructional Design
	2. Project: Write a Classroom Activity	11. Project: Write a Resume for an Instructional Designer
	3. How To Encourage Students To Want To Learn	12. Quiz 2: Collaborative Learning and Group Skills in Education and Training
	4. How To Encourage Students to Think about Their Thinking	13. Special Project*
	5. Project: Develop Your Metacognitive Skills	14. Test
	6. Quiz 1: Cognition and Learning	15. Course Project Part 2: Design a Student Activity*
	7. Group Dynamics	16. Glossary and Credits
	8. Project: Diagram your Groups	
	9. When Teachers and Students Learn Together	
Intro. to Careers in Education and Training	Unit 3: Educational Policy and Human Resource Development	
	Assignments	
	1. Careers in Educational Research and Policy	9. Meeting Models
	2. Project: Investigate Career Options	10. Careers in Human Resources Development
	3. Federal Policies on Primary and Secondary Education	11. Project: Design Your Undergraduate Curriculum
	4. Federal Policies on Adult Education	12. Quiz 2: Human Resource Development
	5. Project: Create an Informational Poster	13. Special Project*
	6. Quiz 1: Perspectives in Educational Policy	14. Test
	7. Conflict Management and Resolution	15. Course Project Part 3: Resolve Potential Conflicts*
	8. Project: Design a Conflict Resolution Pamphlet	16. Glossary and Credits
Intro. to Careers in Education and Training	Unit 4: Ethical and Legal Policies of Careers in Education and Training	
	Assignments	
	1. Legal Responsibilities of Working with Children and Adolescents	9. Ethics in Higher Education
	2. Project: The People Behind the Laws	10. Careers in Higher Education
	3. Ethical Responsibilities in Education and Training	11. Project: Biography of a College President
	4. Careers in Social Work, Psychology, and School Counseling	12. Quiz 2: Ethical and Legal Responsibilities of Working with Adults
	5. Project: Interview a Professional	13. Special Project*
	6. Quiz 1: Ethical and Legal Responsibilities of Working with Children and Adolescents	14. Test
	7. Laws Governing Higher Education	15. Course Project Part 4: Research Local, State, and Federal Education Laws*
	8. Project: Research a School's Financial Aid Options	16. Glossary and Credits

Unit 5: Health and Safety in Education and Training		
Intro. to Careers in Education and Training	Assignments	
	1. Health and Safety Regulations in Early Child-care Settings	9. Training for Health and Safety in the Workplace
	2. Project: Create an Informational Brochure	10. Careers in Health and Safety
	3. Health and Safety Regulations in K��12 Schools	11. Project: Create a Chart Comparing Careers in Health and Safety
	4. Careers in Health and Safety in Schools	12. Quiz 2: Health and Safety in the Workplace
	5. Project: Write a School Newspaper Article that Highlights the Contributions of School Health and Safety Personnel	13. Special Project*
	6. Quiz 1: Health and Safety in the School Setting	14. Test
	7. Health and Safety Regulations in the Workplace	15. Course Project Part 5: Design a Safe and Healthy Learning Space*
	8. Project: Create an Informational Poster	16. Glossary and Credits
Unit 6: Course Project, Review, and Exam		
ICET	Assignments	
	1. Course Project Part 6: Write an Educational Grant Proposal *	2. Review
		3. Exam

(\*) Indicates alternative assignment