Career Management	Scope and Sequence
Unit Lesson	**Objectives**
WHAT IS WORK?	
The Purpose of Work	
	Define work, a job, and a career.
	Compare and contrast work, a job, and a career.
	Describe the purpose of a work permit and how to obtain one.
	Identify people and/or organizations that benefit from volunteer work.
Personal Benefits Of Work	
	Give examples of emotions satisfied through successful employment.
	Compare personal wants and needs.
Wages and Employment Benefits	
	Define both gross wage and net wage.
	Consider the importance of employer-offered benefits.
	Identify typical employment taxes withheld from employee wages and describe how those taxes are used to support government programs.
Project: Time Sheet	
	Accurately record time at work.
	Accurately determine how many hours qualify as overtime hours.
	Convert daily time totals to weekly time totals.
Project: Earnings Statement	
	Calculate both gross and net wages.
	Calculate customary employment taxes withheld from employee wages.
	Visualize the amount of deductions in actual figures as well as percentages.

Career Management	Scope and Sequence
Unit Lesson	**Objectives**
	Visualize the difference between gross and net wages.
Lifestyle Goals	
	Consider areas of lifestyle.
	Examine financial costs of a variety of lifestyle choices.
	Determine lifestyle choice preferences.
	Identify factors that alter lifestyle choices.
Project: Lifestyle Budget	
	Consider areas of lifestyle.
	Examine financial costs of a variety of lifestyle choices.
	Determine lifestyle choice preferences.
	Identify factors that alter lifestyle choices.
Societal Benefits of Work	
	Define and identify societal benefits of work.
	Identify societal needs met by a productive workforce.
	Describe social programs that are financially supported by the workforce in the United States.
	Define the meaning of a global workforce.
	Identify people and/or organizations that benefit from social programs such as Social Security, welfare, state-reimbursed health care, disability insurance, and housing allowance programs.
Basic Work Qualifications	
	Define the meaning of discrimination.
	Define illegal discriminatory behaviors in regards to hiring and employment practices.
	Describe personal information that is unnecessary to determine an employee's qualifications or employment consideration.

Career Management	Scope and Sequence
Unit Lesson	**Objectives**
	Analyze the basis for hiring decisions to determine whether they are legal.
Work Environment	
	Compare the advantages and disadvantages of physical work environments.
	Recognize that social work environment is a factor of the type of work performed and how it is performed.
	Identify trends in programs in work environments to improve employee morale, health, and productivity.
Basic Employability Skills	
	Be aware that employers anticipate entry-level employees will have basic employability skills in areas such as reading, writing, and math.
	Describe professional communication skills including listening, speaking, and writing.
	Recognize that accepting an employment offer means you have agreed to work when scheduled and perform assigned tasks to the best of your ability.
	Identify that employers expect attendance, punctuality, enthusiasm, and commitment.
Problem Solving	
	List and define the seven steps of the problem-solving process.
	Describe how compromise, mediation, and arbitration might be used in the problem-solving process.
	Recognize that each participant involved in the problem-solving process deserves to be treated with respect and sensitivity.
Lifelong Learning and Technology	
	Define lifelong learning and explains its benefits to self, employer, and society.
	Identify technological advancements that have occurred in your lifetime and explain how those advancements have affected your personal and work life.
Career Clusters	
	Gain awareness of the sixteen Career Clusters.
	Explore careers within the following Career Clusters: Agriculture, Food & Natural Resources; Architectu... Construction; Hospitality & Tourism; Law, Public Safety, Corrections & Security

Career Management	Scope and Sequence
Unit **Lesson**	**Objectives**
Review	
	Review topics presented in Unit 1.
Test	
SELF-ASSESSMENT	
Your Interests	
	List hobbies and leisure activities that you enjoy.
	Complete an interest inventory to help identify your interests.
	Identify careers where tasks performed match your interests.
Skills and Aptitudes	
	Students will consider aptitudes they have and create a list of aptitudes to use in creating a portfolio.
	Students will list skills they have acquired and those they plan to pursue.
	Students will identify careers where tasks performed match their aptitudes and skills.
Project: Interests, Skills and Aptitudes	
	Create a digital portfolio to share during job interviews.
	Create digital portfolio pages for interests and skills and aptitudes
	Identify personal interests to include on the Interests page of the digital portfolio.
	Identify personal aptitudes and skills to include on the Skills and Aptitudes page of the digital portfolio.
Personality Traits and Values	
	Consider personality traits and create a list to include in the digital portfolio.
	Identify and prioritize personal values.
	Identify careers where the workplace and tasks performed match a person's personality traits and values.
Learning Styles	

Career Management	Scope and Sequence
Unit Lesson	**Objectives**
	Explore the learning styles and identify those that reflect your personal strengths.
	Consider study skills that complement your learning style.
	Describe how learning styles can affect career selection and performance.
Project: Complete a Transferable and Self-Management Skills Inventory	
	Complete a transferable and self-management skills inventory.
	Consider how transferable and self-management skills improve your employment performance and potential.
Listening	
	Be aware of and use communication skills to improve relationships and performance.
Speaking	
	Be aware of and use communication skills to improve relationships and performance.
Writing	
	Be aware of and use communication skills to improve relationships and performance.
Project: Giving and Receiving Directions	
	Be aware of and use communication skills to improve relationships and performance.
Teamwork and Collaboration	
	Become aware of and use communication skills to improve relationships and performance.
	Recognize components of positive teamwork behavior and use them to work as part of a team.
	Exhibit positive interpersonal skills to resolve problems.
Career Clusters	
	Gain awareness of the sixteen career clusters.
	Explore careers within the following career clusters: Arts, audio/Video, Technology & Communications

Career Management	Scope and Sequence
Unit **Lesson**	**Objectives**
	Education and Training Human Services Manufacturing
Review	
	Review topics presented in this unit.
Test	
CAREER RESEARCH	
Project: Predict Career Information	
	Examine what types of career information you should be looking for when performing career research.
Career Skills, Tasks, and Tools	
	Identify skills, tasks, and tools used to perform job functions.
Career Education, Training and Qualifications	
	Discover qualifying training, and education experiences for a career.
Career Wages and Benefits	
	Compare wages and benefits among careers.
Career Outlook	
	Compare outlooks and projections among careers.
Internet Research	
	Locate online resources to research specific job details.
	Evaluate online research resources.
	Compare careers based on researched details.
Library and Print Resources	
	Locate library resources to research specific job details.
	Evaluate library research resources.

Career Management		Scope and Sequence
Unit	Lesson	Objectives
		Compare careers based on researched details.
	Additional Research Resources	
		Locate additional resources to research specific job details.
		Evaluate research resources.
		Compare careers based on researched details.
	Evaluate and Use Multiple Resources	
		Locate resources to research specific job details.
		Evaluate research resources.
		Compare careers based on researched details.
	Project: Career Research	
		Examine career information located while performing career research.
		Evaluate career information found in career research.
		Write an academic research paper related to a career.
	Project: Career Portfolio	
		Create a digital portfolio to share during job interviews.
		Create digital portfolio pages for careers that appeal to you.
		Identify careers to include on the Careers page of the digital portfolio.
	Project: Portfolio Project Post-Secondary Education	
		Create a digital portfolio to share during job interviews.
		Create digital portfolio pages for careers that appeal to me.
		Identify careers to include on the Postsecondary Education page of the digital portfolio.

Career Management	Scope and Sequence

Unit	Lesson	Objectives
	Career Clusters	
		Gain awareness of the sixteen career clusters.
		Explore careers within the following career clusters: Business Management & Administration Health Science Information Technology Transportation, Distribution & Logistics
	Review	
		Review topics presented in this unit.
	Test	
PLANNING FOR YOUR CAREER		
	Workplace Etiquette	
		Identify appropriate workplace behavior in the areas of attendance/punctuality, confidentiality, privacy, professionalism, and courtesy
		Define personal decisions that require professional consideration for the workplace, including socializing, attire, hairstyle, makeup, and jewelry.
	Workplace Trends	
		Identify workplace trends employed to adapt to social and economic changes.
	Emerging Careers	
		Identify social and economic factors that promote emerging careers.
		Consider the impact of technological innovation on the workforce.
		Use current social and economic environments to predict emerging careers.
	Adjusting to Workplace Trends	
		Identify workplace trends that might require understanding and education.
		Identify the benefits of developing social and professional skills to adapt to workplacetrends.
		Identify highly employable workers as those who assume initiative and responsibility to develop, update, and master skills.

Career Management		Scope and Sequence
Unit	Lesson	Objectives
	Self-improvement	
		Analyze self-assessment results and information needed to make career decisions.
		Describe behaviors that promote social and professional success.
		Recognize that highly employable workers take initiative to develop, update, and master skills.
	Decision-Making Steps	
		Analyze self-assessment results and career information to make career decisions.
	Goal Setting	
		Consider goal-setting criteria such as making goals specific, realistic, and measurable.
		Assign a starting and ending date for goals.
		Identify goal-setting timeframes.
		Break broad goals into smaller goals to use as checkpoints for monitoring progress.
	Mentoring	
		Describe the importance of mentor relationships
		Differentiate between personal and professional mentors
		Consideration to developing a professional mentoring relationship
	Project: Setting Goals	
		Consider goal-setting criteria such as making goals specific, realistic, and measurable.
		Identify goal-setting deadlines
		Break broad goals into smaller goals to use as checkpoints for monitoring progress.
	Conflict Management	
		Realize there are different degrees of conflict, and conflict management is important regardless of the degree.
		Understand the causes of conflict.

Career Management		Scope and Sequence
Unit	Lesson	Objectives
		Identify indicators that a conflict exists.
		Practice conflict management strategies to resolve conflicts.
	Thinking Skills	
		Give examples of thinking skills present within each of Bloom's six categories of cognition.
		Understand the meaning of critical thinking.
		Identify the seven characteristics of critical thinking.
	Project: Thinking Skills	
		Understand the meaning of critical thinking.
		Practice thinking skills at the "evaluate" level of Bloom's Taxonomy.
	Extracurricular Activities	
		Realize activities outside of school are important for the development of social and career skills and interests.
		Understand participation in a variety of activities demonstrates you have diverse interests and abilities.
		Identify extracurricular and community activities to participate in.
	Project: Academics Portfolio	
		Students will create a digital portfolio to share during job interviews.
		Students will create digital portfolio pages for academic information.
		Students will identify preferred academic courses to include on the academics page of the digital portfolio.
	Project: Activities Digital Portfolio Pages	
		Students will create a digital portfolio to share during job interviews.
		Students will create digital portfolio pages for academic information.
		Students will identify preferred academic courses to include on the Activities page of the digital portfolio.
	Career Clusters	

Career Management		Scope and Sequence	
Unit	**Lesson**	**Objectives**	
		Gain awareness of the 16 career clusters.	
		Explore careers within the following career clusters: Science, Technology, Engineering, & Mathematics	Finance Government & Public Administration Marl
	Review		
		Review topics presented in this unit.	
	Test		
PREPARING FOR YOUR CAREER			
	Résumés		
		Explain how a résumé is used in the employment process	
		Identify information included in a résumé, including your name, contact information, work history, education history, and skills	
		Format a résumé so that it is neat and error free	
	Cover Letters		
		Explain how a cover letter is used in the employment process.	
		Identify information included in a cover letter, such as your contact information, potential employer's contact information, specific job title you are applying for, your relevant qualifications, and your availability for an interview.	
		Format a cover letter so that it is neat and error free.	
	Job Applications		
		Explain how a job application is used in the employment process.	
		Identify information included on a job application, such as your contact information, detailed education and employment history, relevant qualifications, employment availability, and references.	
		Complete job applications thoroughly, accurately, neatly, and without errors.	
		Accentuate skills and experience relevant to the job you are applying for.	
	Your Professional Online Presence		

Career Management	Scope and Sequence
Unit Lesson	**Objectives**
	Recognize that employers and recruiters search the Internet for evidence that applicants use technology as well as to achieve a measure of your character and personal activities.
	Explain that establishing a professional reputation is critical in response to the probability that employers and recruiters will research desirable applicants on the Internet.
	Identify important social and professional networking media including Twitter, Facebook, LinkedIn, Google groups, career portals, and industry blogs.
Finding Job Leads	
	Identify time and commitment as requirements for locating job leads.
	List the variety of sources for job leads including the Internet, library, school guidance department, government employment agencies, newspapers, online networks, and industry-related events.
	Establishing and maintaining social and professional networks is crucial to locating job leads before the job has been filled by someone else.
What To Expect During An Interview	
	Discover how to treat an interview situation professionally, regardless of the interview format.
	Identify how to prepare for an interview so it will improve your confidence and your credibility with the interviewer.
	Construct a list of skills, qualifications, and experiences related to the job and company where you have applied so you are prepared for your interview
	Prepare to complete a skills assessment test during your interview by practicing beforehand any skill(s) that you think may be assessed.
Researching Potential Employers	
	Identify key information that will assist you in determining if an organization is a good fit for you.
	Identify how to prepare for an interview so it will improve your confidence and your credibility with the interviewer.
	Develop a list of skills, qualifications, and experiences related to the job and company you are interviewing with.
Interview Behavior/Skills	
	Describe considerations for appropriate attire as well as personal hygiene for an interview.
	Realize preparing for an interview will improve your confidence and your credibility with the interviewer.

Career Management	Scope and Sequence
Unit Lesson	**Objectives**
	Determine items that are appropriate and inappropriate to bring to an interview.
	Identify an interview as a professional activity where professional etiquette should be used at all times.
Interview Follow-up	
	Identify follow-up activities including a thank-you note, follow-up letter and timely response to any requested additional information, and follow-up phone call.
	Identify key timing of follow-up activities intended to improve your chances for landing the job.
Review	
	Review topics presented in this unit.
Test	
COURSE REVIEW AND EXAM	
Review	
	Review and reinforce concepts from the course in preparation for the final exam.
Exam	