

Career Management

Course Overview and Syllabus

Grade level: 9–12

Prerequisite Courses: None

Credits: 0.5

Course Description

Career Management is a semester-length high school 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 and time management. Students complete activities that help identify personal interests, aptitudes, and learning styles. Students use results of self-assessments to determine careers that may prove personally satisfying.

Course Objectives

Throughout the course, you will meet the following goals:

- Examine the purpose of work, from personal benefits to lifelong learning
- Learn about wages and employment benefits, and how to maintain a time sheet
- Discuss making decisions, solving problems, and matching work goals to lifestyle goals
- Discover the value of teamwork skills and their usefulness in all aspects of life
- Investigate what is needed to be a successful member of the workforce
- Review education, training, and qualifications for different career paths, as well as expected wages and benefits for each
- Research and compare different careers using various resources specific to career exploration
- Discuss appropriate workplace behavior, how it can affect a career, and what behaviors are highly employable
- Examine workplace trends, such as telecommuting and flextime
- Study mentoring, conflict management, and the importance of extracurricular and community activities
- Know what is needed to apply for a job, including leads, applications, resumes, and cover letters
- Demonstrate an understanding of the job-seeking process, including researching potential employers, interview behaviors, and follow-up

Student Expectations

This course requires the same level of commitment from you as a traditional classroom course. Throughout the course, you are expected to spend approximately 5–7 hours per week online on:

- Interactive lessons that include a mixture of videos, readings, and tasks
- Assignments in which you apply and extend learning in each lesson
- Assessments, including quizzes, tests, and cumulative exams

Communication

Your teacher will communicate with you regularly through discussions, email, chat, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

Grading Category	Weight
Lesson Quizzes	20%
Unit Tests	20%
Cumulative Exams	20%
Assignments	10%
Projects	30%
Additional	0%

Scope and Sequence

When you log into Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. The units of study are summarized below:

- Unit 1:** What is Work?
- Unit 2:** Self-Assessment
- Unit 3:** Career Research
- Unit 4:** Planning for Your Career
- Unit 5:** Preparing for Your Career