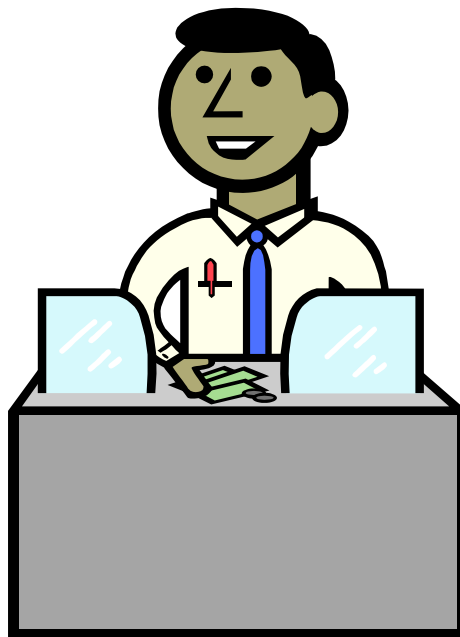


Mandan Public School District

7-12 Division

Mandan Public Schools

Career Management



2006

Career Management

GRADE: 9

TERM: 9 weeks

CREDIT: One fourth

PREREQUISITES: None

COURSE DESCRIPTION: This course will help students understand the lifelong, sequential process of determining self and career identity through career clusters, career exploration, various student assessments, community involvement, and academic skill development. Emphasis is placed on matching and improving each student’s strengths and interests and relating them to courses in school and their future career plans. Activities enable students to increase self-awareness and make wise educational and occupational decisions as they plan for careers. Students will have opportunities to learn how to make good decisions about education, work, and life roles; how to find employment through various methods, and secure employment through the development of resumes, job applications and job interviewing; and how to succeed in a rapidly changing world of work. Each student will also develop a career portfolio.

I- Introduce- students may hear or read about, may use or discuss time permitting, will not be tested

D- Develop- students will hear or read about, will use, will not be tested, may be graded (worksheets)

M- Master- students have heard or read about prior, will relearn, use, do, be graded and tested

The student should...

I. Introduction to the World of Work	
A. Define terms related to work and career orientation work, job, occupation, career, goal, attitude, personal, self-concept	M
B. Demonstrate the use of terms in relation to the world of work and career orientation	D
C. Identify and explain personal reasons for work	D
II. Self Awareness	
A. Define terms related to self awareness (aptitude, personality, identity, interest, interest inventory, unique personality traits, skill, maturing, emotions)	D
B. Discuss the awareness of terms related to self awareness and career orientation	D
C. List reasons why people should identify interests, aptitudes and abilities, etc	D
D. Assess personal interests, values, personality, aptitudes and abilities	D
E. Analyze personal assessment data	D
F. Analyze personality traits needed for a specific job	D
G. Discuss standards/values as they relate to the world of work	D
H. Analyze personal standards/values needed for a particular career	D
I. Relate personality traits to the world of work	D
J. Demonstrate the standards/values needed for a particular career	D

K. Identify how career choices affect lifestyle factors	I
L. Describe how career choices affect personal lifestyle	I
III. Making Decisions	
A. Define terms related to making decisions (decision, decision-making process, evaluate, plan, resource, tentative, goals, steps)	M
B. Study decision making processes	D
C. Demonstrate the use of decision making processes	I
IV. Career Research	
A. Define terms related to researching careers (research, Occupational Outlook Handbook, ODIN, Bridges.online, volunteering, temporary jobs, job duties, entry-level jobs, on-line, education/training requirements, personal qualifications)	M
B. Identify a variety of resources used to research careers	D
C. Research careers using a variety of resources	D
D. Demonstrate the ability to use career resources in collecting occupational information	D
V. Exploring the 16 Career Clusters	
A. Define terms related to exploring career clusters (cluster, career cluster, career pathway, classification, specialization)	I
B. Define the 16 Career Cluster system	I
C. Identify knowledge and skills needed for each cluster	I
D. Identify the career cluster and pathway that matches interest inventories	I
E. Use information provided by various resources to evaluate student's probability of success within each cluster and/or pathway	I
VI. Employment Skills	
A. Define terms related to employment skills ie.(employer, job lead, classified section, help wanted ad, employment agency, fee, applicant, reference, resume, application form, screen, income tax, gross pay, net pay, endorse, punctuality, co-worker)	D
B. List steps for finding a job	I
C. Analyze a classified ad	I
D. List types of information needed in preparing a resume	D
E. Develop a personal resume	D
F. Identify information needed in completing an application form	D
G. Apply guidelines by completing job application forms	D
H. List factors that contribute to a successful interview	D
I. Demonstrate a successful job interview	M
J. Demonstrate on-the-job procedures and behaviors: attendance, responsibility, respect, etc	M
K. Discuss job management skills for retention and advancement	D
L. Determine why the roles and rules for a job are established	D
M. Analyze the role of each participant's contribution in a team setting.	I
VII. Entrepreneurship	
A. Define terms related to starting a personal business (entrepreneur, risk, persistence, sole proprietorship, partnership, corporation, stockholder)	D

B. Identify advantages and disadvantages of becoming an entrepreneur	D
C. Compare the advantages and disadvantages of being an entrepreneur	D
D. List personality traits that lead to success as an entrepreneur	D
E. Evaluate personal traits and determine which would lead to success as an entrepreneur	I
VIII. Education	
A. Define terms related to education (GED, certificate, program, elective, credit, prerequisite, bachelor's degree, graduate school, associate degree, graduate school, adult education, vocation, career and technical education, grants, apprentice, tuition, work-study program, scholarship)	M
B. Identify programs available in high school	D
C. Analyze high school graduation requirement of different programs	D
D. List education/training alternatives after high school	D
E. Compare education/training alternatives	D
F. Develop a four year high school plan	M
IX. Planning for the Future	
A. Define terms related to future planning: portfolio, high school plan of study, extracurricular activities (student organizations, athletic activities), procrastinator	M
B. List reasons why planning is important	M
C. Develop a personal career portfolio	M

Some Suggested Resources:

Definitions of Terms

www.access.Bridges.com – Choices Explorer and/or Choices Planner

Career Outlook Newspaper

Imagine ND website - www.imaginend.com

Career Cluster Brochures

Janus Job Planner: Career Planning

Career Pathfinders

100+ Ways to start the day

Career Day Planning Guide

The Be Real Game

Colors Personality Test

North Dakota Career Resource Network Website - www.ndcrn.com

Definitions of Terms for Career Management

A. Introduction to the World of Work

1. Attitude—A person's outlook on life, usually positive or negative.
2. Career—A career used to be defined by *the work you did*. Today, your career is made up of four parts: *work, education, leisure and relationships*.
3. Goal—An objective or target a person tries to reach by directing his or her thought and energy.
4. Job—A position of employment by a person or company to perform certain tasks and being rewarded for the work.
5. Occupation—The type of job in which a person is employed.
6. Personal—The state of relating to, or belonging to a person.
7. Self-concept—The way in which a person views his or her own self-worth and personal abilities.
8. Work—A productive activity resulting in something useful.

B. Self-Awareness

1. Aptitude—The ability or potential for learning new skills.
2. Emotion—A strong feeling.
3. Identity—The personality or activity by which a person is known.
4. Interest—The thing a person enjoys doing or thinking about.
5. Interest inventory—A questionnaire that helps people determine what their interests are.
6. Maturing—The process of becoming fully developed.
7. Personality—The combination of attitude, values, interests, and behaviors that identify a person.
8. Skill—The ability to perform a certain activity well.
9. Unique personality trait—One particular aspect of a person's personality.

C. Making Decisions

1. Decision—The choice between two or more possibilities.
2. Decision-making process—The steps one takes to help make the best decision.
3. Evaluation—The process of looking at closely and judging.
4. Plan—The method and course one decides to take after going through the decision-making process.
5. Resource—Any skill, person, information, or advantage to which one has access.
6. Tentative—The best decision one can make at a certain time; a tentative decision can be changed later as one learns more.

D. Career Research

1. Education/training requirements—The instructional background and skills needed to qualify for employment.
2. Employment outlook—The prospect for the future of a job or career.
3. Entry-level jobs—The jobs that beginners start with to train them for higher-level jobs.
4. Job duty—A task one is expected to perform on the job.
5. On-line—Information shared through computers connected to the Internet.
6. OOH—(Occupational Outlook Handbook) A book used for researching the most common careers in the United States. This resource can also be found on line at <http://www.bls.gov/oco/>.
7. Part-time jobs—Jobs requiring less than 40 hours a week, such as after school or weekend jobs. These jobs often have minimum or no fringe benefits.

8. Personal qualifications—A special skill, knowledge, or ability that enables a person to perform a particular job or occupation.
9. Related occupations—Jobs or careers belonging to the same group on the basis of known or determined qualities.
10. Research—Finding out more by reading and talking to people.
11. Salary—Payment for work, usually given on a yearly basis.
12. Temporary jobs—Jobs that last for a limited period of time, such as summer jobs.
13. Volunteering—Doing a job without pay to gain experience and/or to give freely of service to individuals or the community.
14. Wages—Payment for work, usually figured by the hour.
15. Working conditions—The environment of the workplace.

E. Exploring the Career Clusters

1. Cluster—A number of similar things grouped together.
2. Classification—A systematic arrangement in groups.
3. Career cluster—A number of jobs or occupations grouped together.
4. Example clusters -Values, interest, personality, skill, and abilities
(The 16 career clusters categorize the economy into related occupational and industry areas.)
5. Career pathway—Occupations that are grouped by the knowledge and skills required in those career fields.
6. Specialization—Concentration of one's efforts in a special activity or field.

F. Sixteen Career Clusters

1. Agriculture, Food & Natural Resources—Occupations dealing with: growing plants and harvesting crops for commercial and scientific purposes; raising and training animals; the health of plants and animals; the use of natural resources; and the management of agricultural businesses and production of agricultural goods.
2. Architecture & Construction—Occupations dealing with: the design, planning, managing, building, and maintenance of physical structures such as roadways, bridges, as well as industrial, commercial, and residential facilities and buildings.
3. Arts, A/V Technology & Communications—Occupations dealing with: designing, producing, exhibiting, performing, writing, publishing multimedia content (includes visual, performing arts and design, journalism, and entertainment services).
4. Business, Management & Administration—Occupations dealing with: planning, managing, and providing administrative support, information processing, business communications, accounting, and human resource management services and related business management support services.
5. Education & Training—Occupations dealing with: planning, administering, managing and providing education and training services; related learning support services such as library, information services, child care, and counseling services; also includes preparatory medical training in educational settings.
6. Finance—Occupations dealing with; specifically—banking, investment, financial planning, economics, and insurance services, including managing and planning for firms and businesses involved in such services.
7. Government & Public Administration—Occupations dealing with: planning, managing, and providing government legislative, administrative, and regulatory services; includes government services at the federal, state, and local levels such as public finance and planning.

8. Health Science–Occupations dealing with: planning, managing, and providing diagnostic, therapeutic, treatment, research, and information services related to the physical and mental health of humans.
9. Hospitality & Tourism–Occupations dealing with the provision of lodging, food, recreation, convention, tourism, travel and related planning and support services.
10. Human Services–Occupations dealing with: promoting and providing individual, family and community relations and wellness including family and work issues, religious services, care for the elderly, and social work.
11. Information Technology–Occupations dealing with: the design, programming, development, management, maintenance, and operation of computer, information, communication, and technology networks, including related hardware and software.
12. Law, Public Safety & Security–Occupations dealing with: police work, the law and legal services, the judicial (court) system, the study and detention of criminals, and fire protection.
13. Manufacturing–Occupations dealing with the process of creating intermediate and finished products beginning with raw materials; includes managing, planning, and performing the production of various items by operating machinery, as well as industrial support activities, such a production planning and control, and maintenance.
14. Marketing, Sales & Service–Occupations dealing with: marketing, advertising or otherwise promoting and selling merchandise; includes managing retail establishments, making merchandise-specific repair, and providing personal services (e.g. cosmetics, hairstyling, funeral services) to customers.
15. Science, Technology, Engineering and Mathematics–Occupations dealing with: engineering, related technologies, scientific research and application of scientific principles in all the natural sciences (biology, chemistry, earth science, physics, etc.) and social sciences (e.g. economics, sociology, geography, archeology, Anthropology, etc.). This does not include specific medical, agricultural, or food sciences.
16. Transportation, Distribution, & Logistics–Occupations dealing with: planning and managing the movement of people, materials, and goods by road, pipeline, air rail, and water; includes related professional and technical support services such as transportation planning and management, logistics services, and mobile equipment and facility maintenance.

G. Employment Skills

1. Applicant–A person applying for a job.
2. Application form–The tool that employers use to find out basic information about job applicants.
3. Check stub–The part of the paycheck that lists deductions and/or allocations from earnings.
4. Classified section–The section of the newspaper that contains short advertisements in categories, such as “help-wanted” ads.
5. Compromise–A situation in which two sides of a differing opinion give up something to reach an agreement.
6. Co-worker–A person who works with you.
7. Deduction–Amount of money taken from an employee’s gross pay for taxes, insurance, social security, and other benefits.
8. Discrimination–Treating someone unfairly because of his or her race, religion, or sex.
9. Employer–The person who has hired another to do a job.
10. Employment agency–An organization that tries to match qualified people with jobs, sometimes for a fee.
11. Endorse–To sign the back of a paycheck made payable to you, which permits the bank to cash it.

12. Fee—A fixed amount of money charged for a service.
13. Gross pay—The total amount of an employee’s earnings before deductions are taken out.
14. Help-wanted ads—Notices that employers put in the paper describing their job openings.
15. Income tax—The part of earnings that people must legally give to the government to pay for government services.
16. Interview—A formal meeting between an employer and job applicant to help both parties make a decision about who to hire.
17. Job lead—Any information about possible job openings.
18. Net pay—The amount of a paycheck after the deductions are taken out.
19. Overtime—Time worked in addition to the amount normally scheduled.
20. Procedure—An action or series of actions determined by an employer for a specific process.
21. Punctuality—Being on time for work.
22. Reference—A person who will give a favorable report of a job applicant to the employer.
23. Resume—A short written description of an applicant’s personal data, education, background, and experience, related to a job.
24. Screen—The act of looking through applicants and eliminating them by a set standard
25. Wage—Payment for work, usually figured by the hour; although, it may be salary or commission.

H. Entrepreneurship

1. Corporation—Business owned by many people but treated by the law as though it were one person.
2. Entrepreneur—A person who organizes, manages, and assumes the risk of a business.
3. Partnership—Business which two or more people own and operate.
4. Persistence—Continuing for a long period of time to accomplish a task.
5. Risk—Possibility of loss or injury.
6. Sole proprietorship—Business owned by one person.
7. Stock—A share of the ownership in a company.
8. Stockholder—A person who owns stock in a company.

I. Education and Training

1. Adult education—Continuing education programs designed for adults who want to retrain for new careers or improve their skills for advancement in their current career area.
2. Associate degree—A certificate of completion rewarded to a person after completing a program of study in a particular area, usually lasting 2 years.
3. Bachelor’s degree—A certificate of completion awarded to people after they successfully complete a required set of college courses in both general and specific areas, usually lasting 4 years.
4. Career and Technical Education—Career and Technical Education (CTE) provides technical skills and knowledge for students to succeed in careers, cross-functional workplace skills such as teamwork, problem solving, and the ability to find and use information, and provides the context in which traditional educational goals and academic skills can be enhanced.
5. Credit—Units of measurement schools use to determine whether or not students are progressing toward graduation.
6. Elective—A course that is not required but can be chosen by a student according to his or her interest.
7. GED certificate—A document stating that a person has passed a five-part test in the areas of writing, social studies, science, reading, and math.
8. Graduate school—A program of study beyond a bachelor’s degree.
9. Grants—A certain amount of money that can be used to pay for school and it need not be paid back.

10. Minimum requirement–The least amount of skills and training you must have.
11. Prerequisite–A class that is required before another higher level course can be taken.
12. Educational program–A group of courses that go together.
13. Scholarship–An amount of money awarded to pay for someone’s education that does not need to be paid back.
14. Trade apprentice–A person learning to do a certain job by working alongside a skilled worker.
15. Tuition–The fee that colleges charge to take their classes.
16. Vocation–Another word for occupation; the kind of work a person does.

J. Planning for the Future

1. Career portfolio–A plan of action for career preparation and a documentation of qualifications and proof of skills.
2. Procrastinator–A person who puts off doing things
3. High school plan of study – A written plan that outlines the courses a student will take throughout high school. Courses are selected based on interests, aptitudes and career clusters/pathways.
4. Extracurricular activities – The activities a student is involved in that help provide team work and leadership skills.