

## **Career Planning**

CPLH003058

Credits: 0.5 units / 5 hours

### **Course Description**

This course is designed to provide students with hands-on experience in researching careers, making short-term, middle-term, and long-term goals, identifying job opportunities, applying for jobs, and conducting successful interviews. Students will have an opportunity to build a personal portfolio, and they will also learn about workplace relations and personal money management. Students can assess their skills, interests, values, aptitudes, and personalities to determine individual career possibilities.

### **Graded Assessments**

4 Unit Evaluations; 4 Projects; 2 Proctored Progress Tests

### **Course Objectives**

When you have completed this course, you should be able to:

1. Describe the four different types of economic systems.
2. Explain how supply and demand control a market economy.
3. Distinguish between a job, an occupation, and a career.
4. Summarize the Sixteen Career Clusters.
5. Evaluate your own aptitudes, abilities, values, and interests.
6. Plan short-term and long-term goals for yourself.
7. Use print and online resources to research careers.
8. Identify several career choices that may be right for you.
9. Apply the Decision-Making Process when considering careers.
10. Create a personal program of study to prepare you for a career.
11. Make feasible, realistic plans to pay for any training or education your career may require.
12. Understand the job search process.
13. Write an effective, well-organized résumé.
14. Make a good impression on an employer at a job interview.
15. Act appropriately in a workplace situation.
16. Learn a new job and adapt to a new work environment.
17. Be a productive member of a team.
18. Plan and live within a financial budget.
19. Compare different ways to save and invest for your future.
20. Develop a positive online reputation.

## Course Outline

### Unit 1: The World of Work

Lesson 1: What is Work?  
Lesson 2: Assessing Yourself  
Lesson 3: Career Paths  
Unit 1 Evaluation  
Project 1

### Unit 2: Beginning Your Career

Lesson 4: Choosing a Career  
Lesson 5: Looking for a Job  
Lesson 6: Job Interviews  
Unit 2 Evaluation  
Project 2  
Progress Test 1

### Unit 3: succeeding at Work

Lesson 7: What Employers Want  
Lesson 8: What Happens at Work  
Lesson 9: Teamwork and Problem-Solving  
Unit 3 Evaluation  
Project 3

### Unit 4: Real-Life Skills

Lesson 10: Managing Your Money  
Lesson 11: Credit, Banking, and Investing  
Lesson 12: Digital Citizenship  
Unit 4 Evaluation  
Project 4  
Progress Test 2

## Required Textbook

(available through Follett virtual bookstore at <http://highschool.nebraska.bkstr.com>)

Textbook: ***School to Career, 11th Ed.*** Litrell, Lorenz, and Smith. Goodheart-Wilcox Publishers.  
ISBN 9781631266157 .

*Career Planning* CPLH003058 (Print course) is the print version of the online course content and is **optional** for this course.