

**Career Orientation  
Frameworks and Curriculum Guide  
With Objectives**

Date            Point  
Complete    Value

**Unit 1 Introduction to the World of Work**

**1.1 Define terms:** Attitude, career, demographics, ethnic, goal, job, occupation, orientation, outsourcing, work, work-force diversity

**1.1.1** Application objective: The student will demonstrate the use of terms in relation to the world of work and career orientation

H/O – Welcome to Career Orientation / CO Policies	_____	5
H/O - Introduction / Contract for Life	_____	5
Write daily Terms and Objectives in C/O folder	_____	55

**1.1.2** Application objective: The student will explore reasons why people work

P/P – Functions of Work	_____	
W/S – Benefits of Work	_____	10

**1.2 Attitude – Discuss the importance of a positive attitude**

**1.2.1** Application objective: The student shall relate a positive attitude to the world of work

W/S - Decoding a Quote Attitude / Success	_____	10
W/S - Attitude (Personal assessment)	_____	10
Video – Survival in the Real World	_____	
Writing Assignment – Attitude Affects Success	_____	25

**1.3 Global Economy – Describe the effects of a global economy on the world of work**

**1.3.1** Application objective: The student will interpret factors that contribute to a global economy

Notes – Factors that contribute to a global economy	_____	25
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**1.3.2** Application objective: The student will connect diversity and demographics to the workplace

Written Assignment – How could the workplace be affected by workplace diversity	_____	25
Test – Unit 1 Intro to the World of Work	_____	45

## Unit 2 Self-Awareness

**2.1 Define terms:** Ability, aptitude, career portfolio, identity, interest, interest inventory, learning style, lifestyle, personality, procrastinator, self-concept, skill, and values.

**2.1.1 Application objective:** The student will demonstrate the use of terms related to self-awareness and career orientation.

Write daily terms and objectives in personal C/O folder	_____	65
Skit – <u>Lesson from the State Fair</u>	_____	
Video – <u>From Dreams to Reality</u>	_____	
W/S - Choosing the Crew 1.4 (Interpersonal skills)	_____	10
Video – <u>Personality, Why People Work</u>	_____	
Skit – <u>A Lesson on Wisdom, the Genie</u>	_____	

**2.2 Interests, aptitudes and abilities** – List reasons why people should identify interests, aptitudes and abilities

**2.2.1 Application objective:** The student will assess personal interests, aptitudes, and abilities.

W/S Self Awareness Interest Areas (Physical, Social & Intellectual)	_____	20
O/H Success and Skills	_____	
Computer Lab - Interest Inventory w/ Career Cruising	_____	
Computer Lab - Interest Inventory w/ Kuder	_____	
W/S – Interests – Three main interest areas	_____	10
Writing Assignment - Interests Affect Career Choices	_____	25

**2.2.2 Application objective:** Analyze personal assessment data

W/S – Identity “Who I Really Am”	_____	10
H/W - Business Cards – Identity	_____	25
W/S - Left/Right Brain Orientation Assessment	_____	20
Learning Styles – Analyze preferred learning styles with opportunities to succeed	_____	10
Learning styles and aptitudes	_____	20
Written assignment – How do your aptitudes affect Your choice in careers	_____	25

**2.2.3 Application objective:** The student will develop a personal career portfolio (CAP) folder

Career Action Plan (CAP) Portfolio	_____	
Video – Careers Preparing for the Future	_____	

### **2.3 Values – Discuss values as they relate to the world of work**

**2.3.1** Application objective: The student will demonstrate how personal values will affect ones particular career choice.

Class participation – “Values Auction”	_____	
W/S - Ranking My Values / Self-Esteem Quotient	_____	20
Writing Assignment – Values Affect Career Choices	_____	25
W/S - Matching Your Values to careers / Job List	_____	35
Computer –Kuder Values Assessment	_____	30

### **2.4 Personality – Relate personality traits to the world of work**

**2.4.1** Application objective: The student will analyze personality traits needed for a specific job

H/O - Personality Color Chart / Traits	_____	10
H/O - Personality Types / Skills	_____	10
Personality Profile w/20 matching careers	_____	20
Writing Assignment – Personality Affects Career Choice	_____	25
H/W Project - Personality Poster	_____	100

### **2.5 Lifestyle – Identify factors of a person’s lifestyle**

**2.5.1** Application objective: The student will describe how career choices affect personal lifestyle

W/S - Tentative Career Decision	_____	20
ACT Explore Testing / Results	_____	
Analyze and evaluate personality profile to match specific careers	_____	30
Test – Unit 2 Self-Awareness	_____	46

## **Unit 3 Making Decisions**

**3.1 Define terms:** Compromise, conflict, decision, decision-making process, evaluate, plan, resource, tentative

**3.1.1** Application objective: The student will demonstrate the use of terms in relation to decision making.

Write daily terms and objectives in C/O folder	_____	40
Video – Career Planning Steps	_____	
W/S – Study Skills / Setting Priorities	_____	20

## **3.2 Explain the need to study decision-making processes**

**3.2.1** Application objective: The student will demonstrate the use of a decision-making process.

W/S - Setting Goals	_____	20
W/S - Time Management / Circle of Life	_____	20
Writing Assignment – Planning Affects Career Choice	_____	25
W/S - Decisions 5.2 / 5.7	_____	20
W/S - 7 Step Decision-Making Process	_____	40
Test – Unit 3 Decision-making	_____	50

## Unit 4 Researching Careers

**4.1 Define terms:** ArkOscar, education/training requirements, employment outlook, entry-level jobs, internet, job duty, O\*Net, OOH, part-time jobs, qualification, related occupations, research, temporary jobs, volunteering, working conditions

**4.1.1** Application objective: The student will demonstrate the use of terms in relation to researching careers

Write daily terms and objectives in C/O folder \_\_\_\_\_ 75

## 4.2 Identify career information resources

**4.2.1** Application objective: The student will research careers using a variety of resources.

O/H - Why Work	_____	
W/S - Benefits of Work / Forms of Income	_____	20
W/S - Work Values	_____	20
Video – Take This Job And Love It	_____	
Skit – <u>Michael Finds a Job</u>	_____	
Magazine – <u>American Careers</u>	_____	
H/W Project Career Poster	_____	100
W/S - World of Work Test - class discussion	_____	20
Computer - Career Cruising Career Search	_____	20 EA
Magazine - <u>Career Watch</u>	_____	
Listening Skills – Introductions, Questioning & Practice	_____	
Video Library (Available in the Library)		
H/W Project - Shadow and/or Interviewing	_____	125
Guest Speakers -	_____	15 EA
Test – Unit 4 Researching Careers	_____	50

## Unit 5 Exploring the 16 Career Clusters

### 5.1 Define terms: Career cluster

5.1.1 Application objective: The student will explore interests, skills, education/training, and labor market data for each career cluster.

Introduce 16 Career Clusters:	_____	
W/S – Matching the 16 Clusters	_____	15
Computer - Career Cruising cluster match	_____	

5.1.2 Application objective: The student will perform job related activities to identify which clusters best match one's interests, skills, aptitudes, and values.

### Agriculture, Food & Natural Resources

Researching careers via Career Cruising	_____	20 EA
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### Architecture & Construction

Student Project - Drawing Floor Plans w/AD	_____	100
W/S - Construction Calculations and Ad	_____	25
W/S - Construction Careers	_____	20
Researching careers via Career Cruising	_____	20 EA
Test - Construction	_____	50

### Arts, Audio, Video Technology & Communications

Class - Meet a Stranger interviewing questions	_____	
Video – Becoming a Meteorologist	_____	
W/S - Advertising 9.6	_____	20
Video – Best of TV Commercials	_____	
Newscast – News Reports & Editing	_____	50
Video – Class newscast	_____	
W/S - Creating a cartoon 13.6	_____	25
O/H - Success in Fine Arts	_____	
Researching careers via Career Cruising	_____	20 EA

### Business, Management & Administration

Notes/Test – Economy	_____	50
Video – <u>Modern Marvels</u> – Stock Exchange	_____	
Researching careers via Career Cruising	_____	20 EA
Test - Business & Finance	_____	50

## Education & Training

Researching careers via Career Cruising \_\_\_\_\_ 20 EA

## Finance

W/S - Monthly Budget \_\_\_\_\_ 50  
W/S - Check Endorsements \_\_\_\_\_ 5  
W/S - Writing Dollar Amounts / Making Deposits \_\_\_\_\_ 30  
Checkbook - Check History / Check Register \_\_\_\_\_ 30  
Checkbook Writing Checks \_\_\_\_\_ 30  
W/S Understanding Checks / Paycheck Stub \_\_\_\_\_ 20  
W/S - Calculating Profit and Loss \_\_\_\_\_ 33  
W/S - Calculating Wages \_\_\_\_\_ 10  
W/S - Calculating Taxes \_\_\_\_\_ 15  
Video – Accounting \_\_\_\_\_  
W/S - Credit Advantages Disadvantages \_\_\_\_\_ 20  
Researching careers via Career Cruising \_\_\_\_\_ 20 EA

## Government & Public Administration

Guest Speaker \_\_\_\_\_ 20  
Researching careers via Career Cruising \_\_\_\_\_ 20 EA

## Health Services

W/S - Blood IQ \_\_\_\_\_ 10  
Guest Speaker (Nurse) \_\_\_\_\_ 20  
Researching careers via Career Cruising \_\_\_\_\_ 20 EA

## Hospitality & Tourism

H/W - Writing Recipes \_\_\_\_\_ 15  
H/W Project - Planning a vacation \_\_\_\_\_ 50  
Researching careers via Career Cruising \_\_\_\_\_ 20 EA

## Human Services

Guest Speaker \_\_\_\_\_ 15  
Researching careers via Career Cruising \_\_\_\_\_ 20 EA

## Information Technology

O/H / W/S - Design a Flowchart \_\_\_\_\_ 20  
Researching careers via Career Cruising \_\_\_\_\_ 20 EA

**Law, Public Safety, & Security**

Guest Speaker	_____	20
Researching careers via Career Cruising	_____	20 EA

**Manufacturing**

H/W - Business Cards	_____	25
Researching careers via Career Cruising	_____	20 EA

**Marketing, Sales & Service**

Class - Pepsi Challenge	_____	
W/S - Marketing survey 18.5 / Slogans	_____	20
Researching careers via Career Cruising	_____	20 EA

**Science, Technology, Engineering, & Mathematics**

W/S - Marine Science Charting a Course 17.6	_____	20
W/S - Charting a Hurricanes Path	_____	20
W/S - Environmental Careers 12.3	_____	20
Researching careers via Career Cruising	_____	20 EA

**Transportation, Distribution, & Logistics**

W/S - Transportation Map Exercise	_____	30
Guest Speaker - Civil Engineering AHTD	_____	
Researching careers via Career Cruising	_____	20 EA

## Unit 6 Employment Skills

**6.1 Define Terms:** Applicant, application form, co-worker, deduction, discrimination, employer, fringe benefits, gross pay, help-wanted ads, interview, job lead, net pay, networking, procedure, punctuality, reference, resume, salary, screen out, wage, work-ethic

**6.1.1** Application objective: The student will demonstrate the use of terms in relation to the world of work

Write daily terms and objectives in C/O folder	_____	105
O/H - How to Keep Your Job	_____	
Video - 10 Easy Ways To Lose Your Job	_____	

### 6.2 Identify information and skills needed in applying for a job

**6.2.1** Application objective: The student will analyze a help wanted ad

W/S - Help wanted Ad	_____	20
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**6.2.2** Application objective: The student will draft a sample resume

Computer – Career Cruising portfolio resume	_____	
H/W - Resume for tentative career goal (Typed Comp Tech)		

**6.2.3** Application objective: The student will complete a sample application form

W/S – Application / Burger King	_____	25
Computer - Letter of Application (Typed Comp Tech)		
Computer - Follow-up Letter (Typed Comp Tech)		

### 6.3 List factors that contribute to a successful interview

**6.3.1** Application objective: The student will demonstrate successful job interview skills

Video – The Employment Interview	_____	
Practice introductions, handshakes & interviews	_____	

### 6.4 Discuss job management skills

**6.4.1** Application objective: The student will demonstrate positive on-the-job procedures & behaviors

W/S - Attitude Interview	_____	20
Class discussion – Work values	_____	
Test – Unit 6 Employability Skills	_____	50

## **Unit 7 Entrepreneurship**

**7.1 Define terms:** Business plan, consumer, competition, corporation, entrepreneur, partnership, persistent, producer, risk, sole proprietorship, stock, stockholder, laws of supply and demand.

**7.1.1** Application objective: The student will demonstrate the use of terms in relation to entrepreneurship.

Write daily terms and objectives in personal C/O folder	_____	65
Video – Sam Walton	_____	
Video – Work Opportunities for Teens	_____	
Entrepreneurship Assessment	_____	20
W/S – Arkansas Stocks	_____	50

### **7.2. Identify advantages and disadvantages of entrepreneurship**

**7.2.1** Application objective: The student will compare advantages and disadvantages of being an entrepreneur

### **7.3 Define personality traits that lead to success as an entrepreneur**

**7.3.1** Application objective: The student will identify personal traits leading to success as an entrepreneur

W/S – Entrepreneurship	_____	15
Test – Unit 7 Entrepreneurship	_____	50

## **Unit 8 Education and Training**

**8.1 Define terms:** Apprenticeship, associate degree, bachelor's degree, credit, elective, financial aid, GED certificate, graduate school, internship, on-the-job training (OJT), post-secondary education, prerequisite, tuition, vocational

**8.1.1** Application objective: The student will demonstrate the use of terms related to education and training

Write daily terms and objectives in C/O folder \_\_\_\_\_ 70

### **8.2 Identify options available in high school**

**8.2.1** Application objective: The student will analyze high school graduation requirements

Catalogue – Review graduation and scholarship requirements, pathways, academies

**8.2.2** Application objective: The student will develop a 4-year high school plan relative to a career goal.

Create a 4-year high school plan—Career Cruising \_\_\_\_\_

### **8.3 Identify education and training options following high school**

**8.3.1** Application objective: The student will compare education and training options following high school

Video – Widen Your Choices \_\_\_\_\_

Video – Careers Preparing for the Future \_\_\_\_\_

Test – Unit 8 Education and Training \_\_\_\_\_ 50