

Career Preparedness Suggested Course Outline with the *Career Choices Curriculum & My10yearPlan.com*[®]

Career Choices is an interdisciplinary curriculum that engages students in an interactive learning process, helping them develop the knowledge, skills, and attitudes needed to successfully examine their own lives, explore and effectively evaluate a wide range of education and career options, and make reasoned and researched goals for their future.

Career Choices facilitates in-depth exploration of three fundamental questions:

Who am I? What do I want? How do I get it?

These questions propel the curriculum to a culminating project in which students develop individualized, online, 10-year plans for a self-sufficient, productive life beyond high school and college or post-secondary training.

Career Preparedness: Suggested Course Outline	<i>Career Choices & My10yearPlan.com</i> [®]	Learning & Innovation*
I. Personal Decision Making A. Decision-Making Process	<p>The scope and sequence of <i>Career Choices</i> teaches students a systematic decision-making process that helps students to identify, research, evaluate, and analyze options. The process also helps them understand that choosing one thing inevitably means saying “no” to something else (i.e., opportunity costs) and, just as importantly, that “not making a decision is still making a choice.”</p> <p><i>Career Choices</i> also helps students gain the critical self-awareness to make decision-making an informed and systematic process, and <i>Career Choices</i> bolsters the decision-making process with equally important guidance on setting measurable goals and objectives.</p>	Critical Thinking
II. Academic Planning And Career Development A. Workforce Behaviors B. Personal Skills Interests and Abilities Related to Current Career Opportunities C. Personal Preference, Education, and Training to Demands of the Workplace D. Postsecondary/Higher Education Admissions and Financial Processes E. The Employment Process F. Electronic Portfolio Using Digital Tools	<p>Without a basic understanding of their own personality, values, skills, and passions, students cannot hope to make wise academic and career plans, so <i>Career Choices</i> supports students as they answer the question “Who am I?” with the activities in Chapters 2, 3, 4, and 5 constituting a formal and comprehensive career interest and aptitude assessment.</p> <p>As students identify and research appropriate career clusters and job titles, they also explore appropriate workforce behaviors, discuss the demands of the workplace, and walk through the process for securing employment.</p> <p><i>Career Choices</i> culminates in the development of individualized, online, 10-year plans, providing the framework for an electronic portfolio.</p> <p>And the <i>Get Focused...Stay Focused!</i>[™] process for supporting the 10-year plan throughout high school teaches students to effectively navigate the postsecondary admissions and financial aid process.</p>	Critical Thinking Communication Collaboration Creativity
III. Technology Skill Applications A. Diagnose Problems B. Advanced Technology Skills C. Functions of Various Operating Systems D. Emerging Technologies and Forecast Innovations E. Digital Citizenship F. Utilize an Online Learning Management System G. Minimizing Exposure to Identity Theft, Fraudulent Schemes, Unethical Sales Practices, and Exorbitant Service Fees	<p>While <i>Career Choices</i> does not provide specific instruction in these technology skills, it does provide myriad opportunities for integrating technology. There are suggested technology connections throughout the <i>Instructor’s Guide</i>, and the integration of <i>My10yearPlan.com</i>[®] and <i>CareerChoices.com</i> provide many practical technology extensions that support the development of critical thinking and communication skills.</p>	Critical Thinking Communication

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IV. Managing Finances and Budgeting A. Create and Utilize a Plan for Earning, Spending, Saving, and Giving Using Spreadsheets, Online Resources, or Commercial Software B. Impact of Personal Preferences, Advertising, Marketing, Peer Pressures, and Family History on Consumer Choices and Decisions Making in the Marketplace	Before students can make wise career and education decisions, they must consider and understand the cost of living. Chapter 4 of <i>Career Choices</i> asks students to calculate the financial costs associated with the adult lifestyle they envision for themselves by creating a detailed budget for that lifestyle. As students work through the budget process, they explore a variety of financial literacy concepts.	Critical Thinking Communication Collaboration Creativity
V. Saving and Investing A. Differences in the Purpose of Saving and Objectives with Investing	They are also asked to consider the commitment they are willing to make to getting the education and training needed to pay for that lifestyle. And the information gathered and skills built throughout this process are used throughout the text to provide relevant, real-world connections.	
VI. Banking and Financial Institutions A. Types of Financial Institutions B. Manage Checking and Savings Accounts, Balance Bank Statements, and Use Online Financial Services	While <i>Career Choices</i> does not provide specific instruction in these concepts, instructors could easily integrate these topics into the existing <i>Career Choices</i> budget exercises.	Critical Thinking
VII. Credit and Debt A. Advantages and Disadvantages of Using Credit B. Why Credit Ratings and Credit Reports Are Important to Consumers		
VIII. Risk Management and Insurance A. Types of Insurance Associated with Different Risks B. Develop a Plan for Financial Security in the Event of Disaster		

* The Partnership for 21st Century Skills (P21) has outlined desired 21st Century Student Outcomes as:

- Core Subjects (the 3 Rs) and 21st Century Themes
- Learning and Innovation Skills
 - Creativity and Innovation
 - Critical Thinking and Problem Solving
 - Communication and Collaboration
- Information, Media, and Technology Skills
 - Information Literacy
 - Media Literacy
 - ICT Literacy
- Life and Career Skills

Source: Partnership for 21st Century Skills

The Career Preparedness course goals focus specifically on P21 Learning and Innovation Skills: Creativity; Critical Thinking; Communication; and Collaboration. As *Career Choices* helps students to develop these important skills, the interdisciplinary design also supports:

- Mastery of Common Core State Standards (Core Subjects)
- Technology integration (Information, Media, and Technology)
- Practice with decision making, goal setting, systems development, interpersonal skills, and resource management (Life and Career Skills)