

**CAREER SUCCESS
Grade 11-12****Course Description:**

This course is designed to help students acquire skills required for career success. Course content includes: self assessment, career research, and post secondary education and training options. Students will explore employment issues such as the application process, job interviewing, job retention, the resignation process, and business ethics. Other units will focus on developing an awareness of economic structure, practicing financial management skills, and meeting adult responsibilities.

Students should understand the relationship between education and employability. Additional credit is available for practical application of course content through internships or employment.

Learner Objectives:**Unit 1: Career and Technical Assessments****The learner will....**

1. Identify how interests, aptitudes, abilities, and personalities affect career choice.
2. Develop career goals utilizing individual strengths, interests and talents.
3. Identify leisure and recreational activities.

Unit 2: Employability Skills**The learner will....**

1. Complete the application process.
2. Develop a word processed resume.
3. Compose business letters of application, acceptance, regret, and resignation.
4. Demonstrate job interview skills.
5. Identify strategies to successfully work with others.
6. Demonstrate self-advocacy and leadership skills.
7. Demonstrate appropriate work ethics.

Unit 3: Career Research and Development

The learner will....

1. Investigate workplace and employment outlook trends.
2. Evaluate a career choice based on education and employment research.
3. Identify characteristics and strategies of a successful entrepreneurship.
4. Develop a post secondary education and career plan.

Unit 4: Economic Awareness

The learner will....

1. Identify the components of a free-enterprise system.
2. Identify the interdependency of individual productivity and economic systems.
3. Explain the relationship between personal economics and advancement as it relates to job performance.

Unit 5: Financial Planning

The learner will....

1. Demonstrate the application of wants and needs to a realistic budget with appropriate consumer skills.
2. Uses or prepares budgets and keeps records.
3. Identify legal rights and responsibilities in contracts.
4. Describe the kinds of credit, obtaining and using credit and how to establish credit.