

CAREER PREPAREDNESS

Unit	Academic Planning and Career Development	Time on Task: 1200 minutes
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Course Content Standard(s)	<p>7. Generate an electronic portfolio using digital tools (e.g., Webpage, wikis, blogs, podcast), including a cover letter; a current resume; a completed job application; interest, aptitude, and achievement assessment results; curriculum samples (e.g., academic research, educational projects); four-year high school educational plan; education/career preparedness checklist; and other examples of academic and career preparedness achievements (e.g., student organizations, club memberships, honors, credentials, certificates, awards, community service experiences, recommendations).</p> <p>a. Utilize advanced features of word processing (e.g., outlining; developing forms; applying tracking changes, hyperlinking, and mail merging).</p> <p>b. Create presentations using effective communication skills and advanced features of multimedia, including photo, video, and audio editing.</p>
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College and Career Readiness Standards

(Teachers should select the appropriate grade span standard(s) as it pertains to reading and writing.)

Reading Standards for Literacy in Science and Technical Subjects 6-12 <u>or</u> Reading Standards for Literacy in History/Social Studies 6-12	Writing Standards for Literacy in History/Social Studies, Science, and Technical Subjects 6-12	Standards for Mathematical Practice
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Learning Objective(s)	<p>The student will:</p> <ul style="list-style-type: none"> • Determine factors to be considered in developing an effective career plan and procedures for obtaining employment. • Utilize research results to determine career opportunities. • Review sample resumes, understand components of resumes and create or update a personal resume. • Input and edit photos, videos, and audio clips. • Create and present multimedia presentations. • Analyze proper presentation techniques. • Evaluate a variety of presentations. • Determine effective digital tools for publishing projects. • Format and key employment documents utilizing word processing features such as outlining, developing forms, applying tracking changes, hyperlinking, and mail merging.
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21st Century Competencies	<input checked="" type="checkbox"/> Critical Thinking <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Creativity Source: Partnership for 21st Century Skills (www.p21.org/)
Essential Question(s)	<p>How are self-assessments beneficial in career planning?</p> <p>How do you professionally create and develop business documents?</p> <p>How do you create and format a variety of personal and business related documents?</p> <p>What is an electronic portfolio and why is it important?</p> <p>How is multimedia software used to enhance informational presentations?</p>

Content Knowledge	Suggested Instructional Activities	Suggested Materials, Equipment, and Technology Resources
<ol style="list-style-type: none"> 1. Four-year high school education plan and career preparedness checklist. <ol style="list-style-type: none"> a. Assessment results b. Curriculum samples 2. Create presentations using effective communication skills. 3. Utilize advanced features of word processing. <ol style="list-style-type: none"> a. Cover letter b. Current resume 	<p>Students complete Interest Inventories and Career Research using online resources.</p> <p>Participate in interactive group investigations of different careers to explore opportunities, responsibilities, educational and credentialing requirements, etc.</p> <p>Discuss the importance of a career portfolio and take steps to begin building a high school portfolio.</p> <p>Develop and deliver oral presentations. Place presentation information in electronic portfolio.</p> <p>Examine elements of a good resume and discuss items that students should include in their own resume. To review the elements of a resume, refer to How To Write a Resume.</p> <p>Update a resume and cover letter. Place these documents in the electronic portfolio.</p>	<p>Alabama Career Planning System - Kuder www.alcareerinfo.org</p> <p>Moodle, Edmodo, Blackboard</p> <p>PowerPoint, Blog, Glog, Webpage, Wiki, Podcast</p> <p>Microsoft Word, Online Templates</p> <p>http://www.norcocollege.edu/cte/Documents/HOW%20TO%20WRITE%20A%20RESUME.pdf</p>

4. Completed job application	Complete a variety of job applications.	Online and sample applications
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Assessment of Learning	Formative Assessments (AQTS 2.8)	Summative Assessments (AQTS 2.9)
	<ul style="list-style-type: none"> • Employment Documents <ul style="list-style-type: none"> ▪ Completed Job Applications ▪ Current Resume and Cover Letter ▪ Secondary and Post-Secondary Educational Plan ▪ Individual and Group Performances 	<ul style="list-style-type: none"> • Electronic Portfolio • Multimedia Presentation

Sample Career Options	Web Designer, School Counselor, Business Marketing Teacher, Human Resource Manager, Administrative Assistant
Online Experience	Does this lesson address the required online experience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate length of time in minutes. 10 Hours
Unit/Course CTSO Activity <i>(if applicable)</i>	Students prepare for competitive event. Students type documents for various groups (faculty, civic groups, local businesses, etc.) as a service.

Culminating Product	Electronic Portfolio with resume, and cover letter, sample admission application, financial aid applications, employment applications, student's educational plan, sample of presentations, Copy of student's State of Alabama Career Readiness Certificate
Course/Program Credential(s): <input checked="" type="checkbox"/> Credential <input checked="" type="checkbox"/> Certificate <input type="checkbox"/> Other: State of Alabama Career Readiness Certificate (CRC), Microsoft Office Specialist Certification	