

**Technical Education Standards**

**Careers**

**Course Overview:** This is a course where all students use Career Cruising software to help investigate a student’s career interests, related skills and knowledge of specific Career clusters. The students will research career clusters, career pathways, educational opportunities and develop employability skills to better prepare the students to enter the world of work.

**Bold standards are essential standards that all students will learn as they complete the course.**

**Unit 1: Career** Cruising (15-20 days and ongoing)

**Description:** Learn what must be known to insure student’s career cruising account is functioning and the student can use the site to complete the Matchmaker (131questions), Interest and skills surveys.

**Standards**

1. The students will be able to demonstrate proper use of a personal computer to access Career Cruising. CD1.a.3.h
2. **The students will be able to demonstrate their ability to setup a login and plan on career cruising. CD2.b.7.h**
3. The students will be able to demonstrate their ability to truthfully complete the Careers Matchmaker full version CD1.a.3.h
4. The students will be able to complete the My Skills Survey section. CD1.a.3.h
5. The students will be able to demonstrate they can interpret the results given after completing the inventories. CD2.b.7.h
6. The students will be able to demonstrate they can complete the saved careers and my saved schools in the plan section. CD2.b.7.h
7. The student demonstrates they have created and saved the career planning section on career cruising. CD1.b.6.h
8. The students demonstrate their completion of the activities in the Activities & Abilities section. CD2.b.8.h

**Unit 2: Career Exploration (3-4 weeks)**

**Description:** Learn about the sixteen career clusters and career pathways in each career cluster.

**Standards**

1. The student will learn the names of all sixteen career clusters. CD1.d.5.h
2. **The students will learn what careers are offered in each career cluster by researching career pathways and list several career choices. CD2b.8.h**
3. The students will research one career cluster in depth to be able to report on its pathways and careers. CD2b.8.h
4. The student will build their employability skills by preparing a presentation using PowerPoint to report on a career cluster, pathways within the cluster and the careers possible. CD2.b.9.h
5. **Student will use career cruising results to identify their personal cluster matches and write goal statements. CD2.b.7.h**

**Unit 3: Personal lifestyle and living budgets (2-3 weeks)**

**Description:** Students will learn how to build a personal budget for their desired lifestyle after their formal education.

**Standards**

1. The students will learn home mortgages and purchasing options CD1.d.5.h
2. The students will learn about home and liability insurance CD1.d.6.h
3. The students will learn how to buy, finance and insure a vehicle CD1.d.6.h
4. The students will learn about accurately estimate other fixed monthly costs to allow them to build a personal budget. CD1.d.6.h
5. The student will create a spreadsheet of their personal budget with real estimated dollar values. CD.3.a.10.h
6. The student will compare and contrast their budget with the salaries for the results of their matched careers on career cruising. CD2.a.4.b

**Unit 4: Employability Skills-Self Promotion (3-4 weeks)**

**Description:** will learn the desired skills employers are looking for in an employee and design documents to self-promoter.

**Standards**

1. 1. The students will complete the “Activities & Abilities” section on career cruising. CD2.a.3.h, CD2.a.4.h
2. The students will complete a job shadow related to their identified career pathway. CD2.a.3.h, CD2.b.7.h
3. The student will perform a job interview with professional from companies doing interviews. CD2.a.3.h, CD2.a.3.h
4. The student will know how to dress appropriately for job interviews CD4.a.6.h, CD3.a.14.h, CD3.b.5.h
5. The student will be able to create a self-promotional display board. CD4.a.6.h, CD4.a.9.h, CD4.b.5.h
6. **The student will be able to create professional looking, real documents needed to interview for a job. CD4.b.7.h, CD4.c.4.h, CD4.c.5.h**
7. **The student will be able create an individual learning plan (career Map) CD4.c.6.h, CD4.c.7.h, CD4.d.7.h, CD4.d.8.h**