Career Planning and Development – EL4222
Course Overview and Syllabus

Grade level: 9–12

Credits: 1.0

Prerequisite courses: none

Course Description

Introducing high school students to the working world, this course provides the knowledge and insight necessary to compete in today's challenging job market. This relevant and timely course helps students investigate careers as they apply to personal interests and abilities, develop skills and job search documents needed to enter the workforce, explore the rights of workers and traits of effective employees, and address the importance of professionalism and responsibility as careers change and evolve. This two-semester course includes lessons in which students create a self-assessment profile, a cover letter, and a résumé that can be used in their educational or career portfolio.

Course Objectives

You will meet the following goals by taking this course:

- Evaluate the business cycle and determine its effect on employment
- List components of a job application and explain how to complete an application properly
- Describe rules and procedures for maintaining a safe work environment and explain how to respond effectively to workplace emergencies
- Explain the importance of good communication in a workplace and identify methods for improving communication skills
- Summarize how technology is transforming the workplace
- Describe how copyright laws affect the use of technology

Student Expectations

This course requires the same level of commitment from you as a traditional classroom course. You are expected to spend approximately five to seven hours per week online on:

- Interactive lessons that include a mixture of instructional videos and tasks.

- Assignments in which you apply and extend learning in each lesson.
- Assessments, including quizzes, tests, and cumulative exams.

Communication

Your teacher will communicate with you regularly through discussions, e-mails, chats, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below:

Grading Category	Weight
Assignments	20%
Projects	10%
Quizzes	20%
Unit Tests	30%
Cumulative exams	20%

Scope and Sequence

When you log on to Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. The units of study are listed below:

Unit 1: Introduction to Work

Unit 2: Performing a Self-Assessment and Exploring Careers

Unit 3: The Job Search Process

Unit 4: Writing a professional Resume and Cover Letter

Unit 5: The Interview

Unit 6: Succeeding in the Workplace

Unit 7: Working with Others

Unit 8: Improving Your Professional Skills

Unit 9: Taking Control of Your Evolving Career