

## **COURSE DESCRIPTION**

**Course Title:** Career Planning  
**Course Number:** 10049  
**Course Prerequisites:** None

**Course Description:** The Career Planning course guides students through the essential elements of the career planning process and the development of a defined career plan. Students will consider the many factors that impact career success and satisfaction. Using a process of investigation, research, and self-discovery, students will acquire the understandings critical to the career planning process. Upon completion of the course, students will have created a practical and comprehensive college or career transition portfolio that reflects their skills and abilities, as well as their interests, values, and goals.

**Suggested Grade Level:** Grades 9-12

**Length of Course:** One Semester

**Units of Credit:** .5

**PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certifications:**

CSPG 79

To find the CSPG information, go to [CSPG](#)

**Certification verified by the WCSD Human Resources Department:** ☒ Yes ☐ No

## **WCSD STUDENT DATA SYSTEM INFORMATION**

**Course Level:** Academic

**Mark Types:** Check all that apply.

☒ F – Final Average ☒ MP – Marking Period ☐ EXM – Final Exam

**GPA Type:** ☐ GPAEL-GPA Elementary ☐ GPAML-GPA for Middle Level ☒ NHS-National Honor Society  
☒ UGPA-Non-Weighted Grade Point Average ☒ GPA-Weighted Grade Point Average

**State Course Code:** 22153

To find the State Course Code, go to [State Course Code](#), download the Excel file for SCED, click on SCED 6.0 tab, and chose the correct code that corresponds with the course.

### **TEXTBOOKS AND SUPPLEMENTAL MATERIALS**

#### **Board Approved Textbooks, Software, and Materials:**

**Title:**

**Publisher:** Accelerate Education

**ISBN #:**

**Copyright Date:**

**WCSD Board Approval Date:** 2/8/2021

**Supplemental Materials:** You will need a functioning keyboard instrument (acoustic or electronic) and a way to record and submit a video performance to your instructor.

### **Curriculum Document**

#### **WCSD Board Approval:**

**Date Finalized:** 1/12/2021

**Date Approved:** 2/8/2021

**Implementation Year:** 2021-2022

### **SPECIAL EDUCATION, 504, and GIFTED REQUIREMENTS**

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP), Chapter 15 Section 504 Plan (504), and/or Gifted Individual Education Plan (GIEP).

## Career Planning Syllabus

### Course Description:

The Career Planning course guides students through the essential elements of the career planning process and the development of a defined career plan. Students will consider the many factors that impact career success and satisfaction. Using a process of investigation, research, and self-discovery, students will acquire the understandings critical to the career planning process. Upon completion of the course, students will have created a practical and comprehensive college or career transition portfolio that reflects their skills and abilities, as well as their interests, values, and goals.

### Major Concepts:

Knowing Thyself  
Career Options  
Income and Opportunity  
Education and Training Plans  
Research Technology  
Work Ready  
Personal Career Project

Module	Lesson Title	Objectives	Assessments
<b><i>Introduction to Career Planning</i></b>	Course Welcome	<ul style="list-style-type: none"><li>• Read about the basic structure of this course.</li><li>• Complete a review activity of the basic course features</li></ul>	
	Why Career Planning Matters	<ul style="list-style-type: none"><li>• Read about and consider the many benefits of career planning.</li><li>• Introduce yourself to your teacher and other students through the course online discussion feature.</li><li>• Use a threaded discussion to express your opinion of the value of career planning and the challenges it presents.</li></ul>	<ul style="list-style-type: none"><li>• 1.2 Introduce Yourself Discussion</li></ul>

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	Using a Rubric to Evaluate Your Work	<ul style="list-style-type: none"> <li>• Read and examine the features of rubrics used in this course.</li> <li>• Complete a non-graded quiz, assessing and reinforcing your knowledge and understanding of course rubrics.</li> </ul>	
<b>Who Am I?</b>	Personal Profile I	<ul style="list-style-type: none"> <li>• Decision making can be a complex process and is influenced by many factors of varying importance.</li> <li>• Interests and abilities are important considerations when choosing a career.</li> <li>• Knowing what you like and do not like is a key to relevant career planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Profile I Quiz 2.1</li> </ul>
	Personal Profile II	<ul style="list-style-type: none"> <li>• Record your self-management skills, identify characteristics of your personality, and rank your values in the corresponding sections of your personal profile.</li> <li>• Reflect and write about the connections between self-management, personality and values and your choices for the future.</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Profile II Quiz 2.2</li> </ul>
	Personal Profile III	<ul style="list-style-type: none"> <li>• Record your academic record.</li> <li>• Evaluate your academic interests.</li> <li>• Identify your academic strengths.</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Profile III Quiz 2.3</li> </ul>
	Career Assessments	<ul style="list-style-type: none"> <li>• Complete an online personality assessment.</li> <li>• Compare one aspect of your career report with the insights you gained when completing your personal profile.</li> </ul>	<ul style="list-style-type: none"> <li>• Online Assessments Quiz 2.4</li> </ul>
	Soft Skills in the Workplace	<ul style="list-style-type: none"> <li>• Reflect on the importance of soft skills in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Soft Skills in the Workplace Quiz 2.5</li> </ul>

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		<ul style="list-style-type: none"> <li>Identify and rank soft skills that you use as a student or worker.</li> </ul>	
	Final Personal Profile	<ul style="list-style-type: none"> <li>Gather the three sections of your Personal Profile and use them to create a clean, well-presented Personal Profile.</li> <li>Evaluate your Personal Profile using the rubric.</li> </ul>	<ul style="list-style-type: none"> <li>2.6 Complete Personal Profile Assignment</li> </ul>
	<b>Unit 2 Exam: Who Am I?</b>		
<b>Career Research</b>	Introduction to O*NET	<ul style="list-style-type: none"> <li>Begin the process of matching your abilities and preferences to a career in which you will find success and provide for yourself financially.</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to O*NET Quiz 3.1</li> </ul>
	Introduction to Career Clusters	<ul style="list-style-type: none"> <li>View Career Cluster videos for select careers.</li> <li>Complete a Career Cluster survey to identify clusters that match your interests.</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Career Clusters Quiz 3.2</li> </ul>
	Career Pathways	<ul style="list-style-type: none"> <li>Complete further research using O'Net to identify one pathway and two careers of interest for each of your top Career Clusters.</li> </ul>	<ul style="list-style-type: none"> <li>3.3 Pathway and Careers Assignment</li> <li>Career Pathways Quiz 3.3</li> </ul>
	Researching Careers	<ul style="list-style-type: none"> <li>Research three careers or occupations using the O*NET career exploration website.</li> <li>Record your research in a comparison table.</li> </ul>	<ul style="list-style-type: none"> <li>Researching Careers Quiz 3.4</li> </ul>
	Researching Careers Part 2	<ul style="list-style-type: none"> <li>Gather information from O*NET for the remaining three of your six careers.</li> </ul>	<ul style="list-style-type: none"> <li>Researching Careers Part 2 Quiz 3.5</li> </ul>

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		<ul style="list-style-type: none"> <li>Complete a table that will help you compare these careers.</li> </ul>	
	Exploring the Occupational Outlook Handbook	<ul style="list-style-type: none"> <li>Complete in-depth career research using the Occupational Outlook Handbook.</li> <li>Complete and Occupational Outlook Handbook chart highlighting key areas: significant points, training and educations, job outlook, and earnings.</li> </ul>	<ul style="list-style-type: none"> <li>Exploring the Occupational Outlook Handbook Quiz 3.6</li> </ul>
	Your Career Options	<ul style="list-style-type: none"> <li>Review, interpret and evaluate the information you have gathered and record about your six careers during this unit.</li> <li>Write a five paragraph essay describing and supporting why you prefer one career over others.</li> </ul>	<ul style="list-style-type: none"> <li>3.7 Essay Assignment</li> </ul>
	<b>Unit 3 Exam Career Research</b>		
<b><i>Income and Opportunity</i></b>	Reality Check	<ul style="list-style-type: none"> <li>Use the online, interactive website, Reality Check to investigate living costs in specific communities.</li> </ul>	<ul style="list-style-type: none"> <li>Reality Check Quiz 4.1</li> </ul>
	Your Career and the World Around You	<ul style="list-style-type: none"> <li>Explore the potential impact of the economy, technology, and culture on careers.</li> <li>Participate in an online discussion, describing the impact of economy, technology, and culture on career success.</li> </ul>	<ul style="list-style-type: none"> <li>4.2 Discussion</li> <li>Your Career and the World Around You Quiz 4.2</li> </ul>
	Education and Employability	<ul style="list-style-type: none"> <li>Continue in-depth research of careers using O*NET and the Occupational Outlook Handbook.</li> </ul>	<ul style="list-style-type: none"> <li>Education and Employability Quiz 4.3</li> </ul>

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		<ul style="list-style-type: none"> <li>Complete an education and employability comparison table.</li> </ul>	
	Understanding Your Paycheck	<ul style="list-style-type: none"> <li>Consider the deductions and benefits that may impact your take home pay.</li> <li>Write a mock paycheck, accounting for wages, deductions, and benefits.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding Your Paycheck Quiz 4.4</li> </ul>
	Quality of Life	<ul style="list-style-type: none"> <li>Consider the relationship between values and career satisfaction.</li> <li>Complete a reflection in which you describe how your values will be reflected in decisions about career, income, and lifestyle.</li> </ul>	
	Selecting Your Career	<ul style="list-style-type: none"> <li>Rank career priorities and rate your career options.</li> <li>Apply a decision making model to select a career for the focus of your career plan in this course.</li> </ul>	
	Predicting Your Future	<ul style="list-style-type: none"> <li>Predict your lifestyle.</li> <li>Predict the impact of your career on your lifestyle.</li> <li>Report your predictions through a Power Point Presentation.</li> </ul>	
	<b>Unit 4 Exam Income and Opportunity</b>		
<b>Education and Training</b>	High School Opportunities	<ul style="list-style-type: none"> <li>Describe the most common career building options and opportunities available to high school students.</li> <li>Evaluate options and opportunities to determine which may best prepare you for your career.</li> </ul>	<ul style="list-style-type: none"> <li>High School Opportunities Quiz 5.1</li> </ul>

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		<ul style="list-style-type: none"> <li>Complete a written plan for meeting with your counselor or mentor.</li> </ul>	
	Student Organizations	<ul style="list-style-type: none"> <li>Identify the different types of career organizations, clubs, and activities that may be available during high school.</li> <li>Choose specific organizations, clubs, or activities you may want to join.</li> </ul>	<ul style="list-style-type: none"> <li>Student Organizations Quiz 5.2</li> </ul>
	Education Options	<ul style="list-style-type: none"> <li>Identify the minimum education and training required for your career.</li> <li>In this lesson, you may complete forms and activities. Please be sure to keep an electronic and print copy of each.</li> <li>Identify the level of education you prefer or hope to pursue.</li> </ul>	<ul style="list-style-type: none"> <li>Education Options Quiz 5.3</li> </ul>
	College and Career Exams	<ul style="list-style-type: none"> <li>Become familiar with the most common placement, admissions, and applications tests.</li> <li>Identify the standardized tests recommended or required by your career training and education.</li> </ul>	<ul style="list-style-type: none"> <li>College and Career Exams Quiz 5.4</li> </ul>
	Test Ready	<ul style="list-style-type: none"> <li>Identify test prep options for the tests required for your career.</li> <li>Develop a test prep plan.</li> </ul>	<ul style="list-style-type: none"> <li>Test Ready Quiz 5.5</li> </ul>
	Fundamentals of Financial Aid	<ul style="list-style-type: none"> <li>Define financial aid.</li> <li>Understand the sources of financial aid.</li> </ul>	<ul style="list-style-type: none"> <li>Fundamentals of Financial Aid Quiz 5.6</li> </ul>
	Completing the FAFSA	<ul style="list-style-type: none"> <li>Complete the FAFSA4caster as a practice for later completing the FAFSA.</li> </ul>	<ul style="list-style-type: none"> <li>Completing the FAFSA Quiz 5.7</li> </ul>



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	Unit 5 Exam Education and Training		
<b>School Search</b>	Priorities and Preferences	<ul style="list-style-type: none"> <li>Define your school preferences based on the attributes that are explored in this lesson.</li> <li>Rank each preference as either very important or less important.</li> <li>Number your preferences in the order that they matter to you.</li> </ul>	<ul style="list-style-type: none"> <li>Priorities and Preferences Quiz 6.1</li> </ul>
	Searching for Schools	<ul style="list-style-type: none"> <li>observe how to use the College Navigator</li> <li>practice using College Navigator</li> </ul>	<ul style="list-style-type: none"> <li>Searching for Schools Quiz 6.2</li> </ul>
	Finding Your School	<ul style="list-style-type: none"> <li>use the basic features of the College Navigator website to identify prospective schools that match your educational needs and preferences</li> <li>save the schools of interest</li> </ul>	<ul style="list-style-type: none"> <li>Finding Your School Quiz 6.3</li> </ul>
	Evaluating School Preferences	<ul style="list-style-type: none"> <li>You will consider which of your favorite schools best match their ideal criteria without focusing on cost.</li> <li>You will re-evaluate your priorities and preferences for your career education and training.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluating School Preferences Quiz 6.4</li> </ul>
	Comparing Costs	<ul style="list-style-type: none"> <li>identify the potential costs of attendance at specific schools</li> <li>use the O'NET comparison feature to compare four of your top school choices</li> </ul>	<ul style="list-style-type: none"> <li>Comparing Costs Quiz 6.5</li> </ul>
	Comparing Costs 2	<ul style="list-style-type: none"> <li>record financial information for your remaining four schools</li> <li>compare the financial information for all eight school</li> <li>rank your schools in order of cost</li> </ul>	<ul style="list-style-type: none"> <li>Comparing Costs 2 Quiz 6.6</li> </ul>

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		<ul style="list-style-type: none"> <li>merge your preference and costs lists and rank your schools</li> </ul>	
	Financing Your Education	<ul style="list-style-type: none"> <li>Examine the purpose of a student financial plan</li> <li>Identify the expenses that are likely to be included in your student financial plan</li> <li>Examine the funding sources that are available to you</li> <li>Evaluate your need to identify additional sources of funding for your education.</li> </ul>	<ul style="list-style-type: none"> <li>Financing Your Education Quiz 6.7</li> </ul>
	Connecting to College and Career	<ul style="list-style-type: none"> <li>Explore the benefits of connecting with schools and programs</li> <li>Examine different methods of connecting with schools</li> <li>Identify options for connecting to your schools</li> </ul>	<ul style="list-style-type: none"> <li>Connecting to College and Career Quiz 6.8</li> </ul>
	The Admissions Process	<ul style="list-style-type: none"> <li>Complete a calendar of college application requirements and deadlines for each college you are considering.</li> <li>Set up an application tracking record for each college to which you will apply.</li> </ul>	<ul style="list-style-type: none"> <li>6.9 Admissions Planning Calendar Assignment</li> <li>The Admissions Process Quiz 6.9</li> </ul>
	<b>Unit 6 Exam School Search</b>		
<b>Work Ready</b>	A Personal Budget	<ul style="list-style-type: none"> <li>create a simple budget reflecting your monthly income and expenses</li> <li>consider how different wages and job expenses (e.g., clothing, transportation) might narrow job search.</li> </ul>	<ul style="list-style-type: none"> <li>A Personal Budget Quiz 7.1</li> </ul>

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	Writing a Resume	<ul style="list-style-type: none"> <li>Examine the purpose and function of a resume.</li> <li>Compile the personal information that might be included in a resume.</li> <li>Develop a personal resume for use in job and school applications.</li> </ul>	<ul style="list-style-type: none"> <li>7.2 Resume Builder Assignment</li> <li>7.2 Personal Resume Assignment</li> <li>Writing a Resume Quiz 7.2</li> </ul>
	Applying for Jobs	<ul style="list-style-type: none"> <li>Identify why you are looking for a job.</li> <li>Identify what you need and want in a job.</li> <li>Explore several different ways to find job openings.</li> </ul>	<ul style="list-style-type: none"> <li>Applying for Jobs Quiz 7.3</li> </ul>
	Finding My Job	<ul style="list-style-type: none"> <li>Complete a real or demo job application.</li> <li>Create a calendar for job search activities and follow through tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Finding My Job Quiz 7.4</li> </ul>
	Electronic Communications	<ul style="list-style-type: none"> <li>examine social media and electronic communications</li> <li>review and recognize appropriate and inappropriate use of social media</li> <li>consider how social media connects professional and personal activities</li> <li>consider the need to protect your online privacy</li> <li>evaluate your social media practices</li> </ul>	<ul style="list-style-type: none"> <li>7.5 Social Media Discussion</li> <li>Electronic Communications Quiz 7.5</li> </ul>
	Interview Success	<ul style="list-style-type: none"> <li>consider vital interview skills</li> <li>learn to adapt your resume to a specific job description</li> <li>write and answer practice interview questions</li> <li>explore the importance of nonverbal communication in the interview process</li> </ul>	<ul style="list-style-type: none"> <li>Interview Success Quiz 7.6</li> </ul>

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	Workplace Ethics and Conflict Resolution	<ul style="list-style-type: none"> <li>Examine ethics and conflict in the workplace</li> <li>Consider the value of integrity in your workplace decisions</li> <li>Explore conflict resolution skills that lead to workplace success</li> <li>Discuss a workplace ethics challenge</li> </ul>	<ul style="list-style-type: none"> <li>7.7 Ethics and Conflict Resolution Discussion</li> <li>Workplace Ethics and Conflict Resolution Quiz 7.7</li> </ul>
	Unit 7 Exam Work Ready		
Final Project	Final Project	<ul style="list-style-type: none"> <li>Complete the final project.</li> </ul>	<ul style="list-style-type: none"> <li>My COE PowerPoint Assignment</li> <li>My Career Plan PowerPoint Assignment</li> </ul>
Semester Exam			

## WARREN COUNTY SCHOOL DISTRICT

### PLANNED INSTRUCTION

#### **ASSESSMENTS**

**PSSA Academic Standards, Assessment Anchors, and Eligible Content:** The teacher must be knowledgeable of the PDE Academic Standards, Assessment Anchors, and Eligible Content and incorporate them regularly into planned instruction.

**Formative Assessments:** The teacher will utilize a variety of assessment methods to conduct in-process evaluations of student learning.

**Effective formative assessments for this course include:** quizzes and discussions

**Summative Assessments:** The teacher will utilize a variety of assessment methods to evaluate student learning at the end of an instructional task, lesson, and/or unit.

**Effective summative assessments for this course include:** projects, essays, tests, and exams