

Career READY Syllabus

(2021-22)

There are 14 modules in this course. Plan to complete *roughly 1 module per week*, with some extra time for Module 7 (Résumés,) Module 9 (Interview Skills,) and Module 14 (Financial Literacy) to finish the course in 18 weeks.

Module #	Module Name	Module Objectives
1	Your Strengths and Interests	<ul style="list-style-type: none"> Identify your strengths and interests. Understand how you can use your knowledge of your strengths and interests to guide your investigation of potential careers.
2	Career Clusters	<ul style="list-style-type: none"> Become familiar with the 16 Career Clusters. Explore the Career Clusters according to your strengths and interests. Identify three to five Career Clusters that suit you best.
3	Post-Secondary Education Options	<ul style="list-style-type: none"> Determine the type of post-secondary education you would like to receive. Research those options Develop an argument for why the type of post-secondary education you would like to receive is best for you.
4	Career Research	<ul style="list-style-type: none"> Identify your values and priorities Become acquainted with sources that provide accurate information about careers Research 3-5 careers that you are interested in Understand how to use a graphic organizer to record your research findings Evaluate your research findings
5	Goal Setting	<ul style="list-style-type: none"> Understand why you should set career goals. Understand how to set career goals you can achieve. Create a detailed list of your long-term and short term career goals.
6	Workplace Communication	<ul style="list-style-type: none"> Learn how to communicate, in person, with clients, customers, coworkers, and superiors. Learn how to construct an email to clients, customers, coworkers, and superiors. Learn how to use social media to promote yourself and your company or institution.

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7	Create Your Résumé	<ul style="list-style-type: none"> • Explain what a résumé is and what it consists of. • Understand how to write a résumé. • Create your own résumé. • Understand the importance of a well-written résumé.
8	Write a Cover Letter	<ul style="list-style-type: none"> • Explain what a cover letter is and what it consists of. • Understand how to write a cover letter. • Write a cover letter for a particular job opening.
9	Interview Skills	<ul style="list-style-type: none"> • Learn how to prepare for an interview. • Learn how to present yourself during an interview. • Learn how to demonstrate insight, creativity, and confidence during an interview. • Learn how to project your personality with honesty and professionalism during an interview. •
10	Soft Skills	<ul style="list-style-type: none"> • Define soft skills. • List important soft skills that you will need when entering the workforce. • Analyze the degree to which you possess soft skills. • Devise a plan for adopting and refining soft skills in yourself.
11	Relationship Building	<ul style="list-style-type: none"> • Explain how communication forms the basis of relationships. • Explain how having good relationships is critical to being successful in the workplace.
12	Workplace Ethics	<ul style="list-style-type: none"> • Research and consider common ethical dilemmas in your chosen career. • Explain why codes for ethical behavior exist in the workplace. • Describe the importance of identifying and avoiding conflicts of interest.
13	Job Resources	<ul style="list-style-type: none"> • Identify the possible online, print, and interpersonal resources you can utilize when looking for job openings in your desired career field. • Determine which resources are more or less likely to be helpful when you are seeking a position.
14	Financial Literacy	<ul style="list-style-type: none"> • Learn why budgeting and being in control of your finances is important • Learn how to track your spending • Learn how to make a budget • Make your own personal budget • Learn about scholarships & financial aid • Compare the cost of attendance for two different post-secondary programs • Reflect on the process of making a budget

