

# Career Planning and Development

**Course Number:** EL4222

**Grade level:** 9–12

**Credits:** 0.5

**Prerequisite Courses:** None

## Course Description

Introducing high school students to the working world, EL4222 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 one-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

Throughout the course, you will meet the following goals:

- 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 would. Throughout the course, you are expected to spend approximately 5–7 hours per week online on the following activities:

- 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-mail, chat, and system announcements. Through this communication with your teacher, you will monitor your progress through the course and improve your learning by reviewing material that was challenging for you.

You will also communicate with classmates, either via online tools or face-to-face, as you do the following:

- Collaborate on projects
- Ask and answer questions in your peer group
- Develop 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.

<b>Assignments</b>	<b>10%</b>
<b>Essays</b>	0%
<b>Lesson Quizzes</b>	30%
<b>Unit Tests</b>	30%
<b>Cumulative Exams</b>	20%
<b>Additional</b>	10%

## Scope and Sequence

When you log into the Virtual Classroom, you can view the entire course map, which provides a scope and sequence of all topics you will study. Clicking a lesson's link in the course map leads to a page listing instructional activities, assignments, and learning objectives specific to that lesson. The units of study are summarized below.

- Unit 1:** Exploring Careers
- Unit 2:** Entering the Workforce
- Unit 3:** Succeeding in the Workplace
- Unit 4:** Developing Professional Skills