

CAREER EDUCATION

MINI-COURSE

Course Outline

LESSON # 1

Activity: Introduction

Purpose: To explain course objectives to the student and how the objectives will be accomplished.

PROCEDURE: Using the filmstrip and tape of "A New World: The Job World".

LESSON # 2

Activity: What are your interests?

Purpose: To introduce the student to the need for more information about personal interests, values, and skills.

OBJECTIVE: Students will acquire insight into their own career aptitudes.

Procedure: Viewing the filmstrips "What Do I Have tha a Job Needs? and Evaluating Yourself". Completing the worksheets "My Needs are Me", "What I am Like is Me", "My Feelings Are Me", "Point of View", "My Hobbies are Me", "My Aptitude is Me", and "Job Preference Sheet".

LESSON # 3

Activity: Interests, Values, and Skill Testing

Objective: To determine student's interests, values, and skills in relation to an occupational preference.

Procedure: Talking and interpreting the COP, CAP, and COPES tests.

LESSON # 4

Activity: Occupational Objective Research Project

Objective: To determine and research an occupational objective for immediate, intermediate, and long-term goals.

Procedure: Researching one of the top three test scores (according to test indicators) and identifying an occupational objective. The research paper will include such items as: 1. How do I get started? 2. training needed, 3. career outlook, 4. job description, 5. chances for advancement.

LESSON # 5

- Activity: Preparation and completion of job related business forms.
- Objective: To acquaint the student with types of job information forms encountered during the job entry.
- Procedure: Writing a reference permission letter, letter of application, and a resume, filling out an application form, and completing a W-4 Form. (Students will apply for a Social Security Card if they don't have one.)

LESSON # 6

- Activity: Job Search
- Objective: To acquaint the student with sources of possible jobs and how to organize the information. In addition, help the student prepare the skills associated with a successful job interview.
- Procedure: Viewing the filmstrip "Things to Find Out" and completing the "Interview Information Sheet" by "role playing" a job interview based upon the occupational objective researched in Part A.

LESSON # 7

- Activity: Job attitudes and habits.
- Objective: To help the student realize what job attitudes and habits are desirable and how they will influence his/her job performance.
- Procedure: Viewing the filmstrips "You and Your Job Attitudes" and "You and Your Job Habits".

LESSON # 8

- Activity: Responsibilities of the beginning worker.
- Objective: To make student aware of his/her responsibilities to himself/herself, the employer, and fellow employees.
- Procedure: Viewing the filmstrip "Tips for the Beginning Worker" and completing either the "Job Description Sheet" or "Evaluating a Job" worksheet.

LESSON # 9

Activity: Job associates.

Objective: To make the student aware of the role other people have in the workplace and how to handle some of the normal situations that may arise with co-workers.

Procedure: Viewing the filmstrips "You and Your Boss" and "You and Your Co-Workers".