

**Union County Educational Services Commission  
High School Course Syllabus**

**Title:** Success Seminar - Career/Life Skills

**Timeline:** Full Year; 5 Credits

**Course Description:**

This course is designed to introduce students to strategies and attitudes that will help maximize their potential for success in high school, college, and career in order to become productive citizens. Topics covered include college preparation, grit and mindset, career and life skills, and service learning.

**Course Outline:**

- I. Finding a Job
- II. Resume Building and Job Applications
- III. Interviewing
- IV. On the Job Expectations/Etiquette
- V. Budgeting

Refer to the attached curriculum map for a detailed outline of course objectives.

**Curriculum Alignment:**

New Jersey Student Learning Standards - 21st Century Life and Careers

New Jersey Student Learning Standards - Social Studies 6.3: Active Citizenship in the 21st Century

New Jersey Student Learning Standards - Comprehensive Health and Physical Education

**Grading Procedures:**

Do Now	10%
Participation	20%
Class Assignments	50%
Assessments	20%

**Adoption Date:**

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Curriculum Mapping Format: Success Seminar: Career and Life Skills

	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Length of Unit	2 Weeks	2 Weeks	2 Weeks	2 Weeks	2 Weeks
Topic	Finding a Job	Resume Building and Job Applications	Interviewing	On the Job Expectations/Etiquette	Budgeting
Standards	<b>9.2.12.C.1-</b> Review career goals and determine steps necessary for attainment. <b>9.2.12.C.5</b> - Research career opportunities in the United States and abroad that require knowledge of world languages and diverse cultures. <b>9.2.12.C.6</b> - Investigate entrepreneurship opportunities as options for career planning and identify the knowledge, skills, abilities, and resources required for owning and managing a business.	<b>CRP10</b> - Plan education and career paths aligned to personal goals.	<b>CRP4</b> - Communicate clearly and effectively and with reason	<b>CRP1</b> - Act as a responsible and contributing citizen and employee. CRP2: Apply appropriate academic and technical skills. <b>CRP3</b> - Attend to personal health and financial well-being. <b>9.2.12.C.7</b> - Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace.	<b>CRP3</b> - Attend to personal health and financial well-being.
Content	Training and Requirements of different job Job Searches	Resume Development Requirements of Job Applications Resume and Application Protocol	Interview Etiquette Interview strategies	Job Etiquette Co-Worker Interactions	Elements of a budget
Skills	Identifying characteristics required for employment Understand how to conduct a job search	Identify qualities of a successful resume Create a resume meeting the qualities of a successful resume Tailoring resumes for specific jobs Completing job applications	Preparing for an interview (general and job specific) Participating in mock interviews Developing skills to answer questions (expected and unexpected)	Adhering to standards of behavior required by specific jobs Understanding and utilizing etiquette in the workplace Problem solving	Developing a realistic budget Identify elements of a budget Differentiating between needs and wants Developing strategies to stay on budget