

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

Title: Career Education/Technology II

Timeline: Full Year; 5 Credits

Course Description:

Using vocational assessments, students will identify and research their vocational preferences and interests. Students will focus on informal interviews, computer software and or reference materials. For example, OOH (Occupational Outlook Handbook), career clusters, and internet sites will be utilized. Students will research, analyze, and explore requirements (tasks) for their preferred occupation. Students will also be well groomed (teeth, face, hands, nails, hair) when they take part in these activities. There is an emphasis on situational assessments. Students will explore different vocational career interests including retail, clerical, animal care, and food service.

Course Outline:

- I. The Job Hunt
- II. Job Satisfaction
- III. Managing Your Income

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

Grading Procedures:

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

Adoption Date:

Union County Educational Services Commission
Curriculum Mapping Format: Career and Technical Education II

	Unit 1	Unit 2	Unit 3
Length of Unit	13 Weeks	13 Weeks	13 Weeks
Topic	The Job Hunt	Job Satisfaction	Managing Your Income
Standards	<p>9.2.12.C.1 - Review career goals and determine steps necessary for attainment.</p> <p>9.2.12.C.2 - Modify Personalized Student Learning Plans to support declared career goals.</p>	<p>9.1.12.A.6 - Summarize the financial risks and benefits of entrepreneurship as a career choice.</p> <p>9.2.12.C.1 - Review career goals and determine steps necessary for attainment.</p> <p>9.2.12.C.6 - Investigate entrepreneurship opportunities as options for career planning and identify the knowledge, skills, abilities, and resources required for owning and managing a business.</p> <p>9.2.12.C.7 - Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace.</p>	<p>9.1.12.A.1 - Differentiate among the types of taxes and employee benefits.</p> <p>9.1.12.B.1 - Prioritize financial decisions by systematically considering alternatives and possible consequences.</p> <p>9.1.12.B.2 - Compare strategies for saving and investing and the factors that influence how much should be saved or invested to meet financial goals.</p> <p>9.1.12.G.1 Analyze risks and benefits in various financial situations.</p> <p>9.1.12.G.2 - Differentiate between property and liability insurance protection.</p> <p>9.1.12.G.3 - Compare the cost of various types of insurance (e.g., life, homeowners, motor vehicle) for the same product or service, given different liability limits and risk factors.</p> <p>9.1.12.G.4 - Evaluate individual and family needs for insurance protection using opportunity-cost analysis.</p> <p>9.1.12.G.5 - Differentiate the costs and benefits of renter's and homeowner's insurance.</p> <p>9.1.12.G.6 - Explain how to self-insure and how to determine when self-insurance is appropriate.</p>
Content	<p>Applying for Jobs</p> <p>Pre-Employment Tests</p> <p>Interviewing</p>	<p>Succeeding on the Job</p> <p>Diversity and Rights in the Workplace</p> <p>Economics</p> <p>Entrepreneurship</p>	<p>Income and Taxes</p> <p>Budgeting</p> <p>Credit</p> <p>Banking</p> <p>Insurance</p> <p>Family</p>
Skills	<p>Explain how to find job openings</p> <p>Create job resumes, letters of application,</p>	<p>Identify the rules of proper workplace conduct</p> <p>Describe the ways to identify and handle stress</p>	<p>Distinguish between gross pay and net pay</p> <p>Describe paycheck deductions</p>

	<p>and portfolios</p> <p>Prepare job applications correctly</p> <p>Describe and prepare for the types of pre-employment tests given to prospective employees</p> <p>Prepare for an interview</p> <p>Explain how to make a good first impression</p>	<p>in the workplace</p> <p>Provide examples of employment discrimination forbidden by law</p> <p>Explain how to take action against any sexual harassment or discrimination directed at you in the workplace</p> <p>Describe the economic system in the United States</p> <p>Explain the importance of small businesses in the United States and how to become an entrepreneur</p>	<p>Describe how consumers are taxed and the type of taxes they pay</p> <p>Simulate filling a federal income tax return</p> <p>Prepare a budget to help you manage your money wisely</p> <p>Make decisions about how to spend and save money</p> <p>Compare the advantages and disadvantages of using credit</p> <p>Endorse deposit, write and cash check correctly and balance a checkbook</p> <p>Identify the requirements to opening and holding a bank account</p> <p>Describe the different types of insurance required by law and necessary for adult living</p> <p>Explain the responsibilities of different family members</p>
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