



Online Courses for High School Students
1-888-972-6237

Career Planning

Students use an informative, interactive process to explore career and life options in this one-semester elective. They begin with a thorough examination of their interests, aptitudes, achievements, and personality styles. Instructional material then helps them match job market information, interview techniques, training requirements, and educational paths to potential careers that suit their strengths and personal priorities.

Successfully completing this course gives students the ability to identify and describe their interests, aptitudes, and lifestyle goals; locate and evaluate information about different careers; identify the skills and knowledge needed for careers of interest and how to obtain them; and create an entrepreneurial business plan.

Course Objectives

- Summarize the career-planning process
- Describe societal and workplace trends that affect career planning
- Describe his or her personal interests, aptitudes, and lifestyle goals
- Locate, analyze, and apply career information.
- Identify personal attributes applicable to careers of interest.
- Identify the skills and knowledge needed for careers of interest and how to obtain them.
- Create an entrepreneurial business plan.
- Explain the process of finding and getting a job.
- Demonstrate productive work habits and attitudes.
- Explain the importance of lifelong learning and career planning.

Prerequisite: None

Course Length: One Semester

Required Text: None

Materials List: None

Course Outline

Unit 1: Course Overview

- Section 1 - Introduction to Career Planning
- Section 2 - Getting Started
- Section 3 - Career Planning Portfolio

Unit 2: Knowing the Plan

- Section 1 - Knowing the Plan: Introduction
- Section 2 - Why Plan My Career?
- Section 3 - How Do I Plan?
- Section 4 - Exam Prep and Exam

Unit 3: Getting to Know Yourself

- Section 1 - Getting to Know Yourself: Introduction
- Section 2 - What Do I Like to Do?
- Section 3 - What Kind of Worker Am I?
- Section 4 - Exam Prep and Exam

Unit 4: Knowing What You Want

- Section 1 - Knowing What You Want: Introduction
- Section 2 - How and Where Do I Want to Live?
- Section 3 - How Much Money Will I Need?
- Section 4 - Exam Prep and Exam

Unit 5: Getting to Know the Job Market

- Section 1 - Getting to Know the Job Market: Introduction
- Section 2 - What Kind of Jobs Are Available?
- Section 3 - How Could I Make My Own Job?
- Section 4 - Exam Prep and Exam

Unit 6: Getting Ready for a Career

- Section 1 - Getting Ready for a Career: Introduction
- Section 2 - Which Available Jobs Are Right for Me?
- Section 3 - How Can I Prepare for the Kind of Job I Want?
- Section 4 - Exam Prep and Exam

Unit 7: Getting a Job

- Section 1 - Getting and Keeping a Job: Introduction
- Section 2 - How Do I Apply for Jobs?
- Section 3 - What Happens During the Selection Process?
- Section 4 - Exam Prep and Exam

Unit 8: Keeping Your Career Going

- Section 1 - Keeping Your Career Going: Introduction
- Section 2 - How Can I Keep a Job I Like?
- Section 3 - What About the Next Job (and the one after that, and..)?
- Section 4 - Exam Prep and Exam

Final Exam