



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 own 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 personal 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.

Prerequisite: None

Course Length: One Semester

Required Text: None

Materials List: None

Course Outline

Unit 1: Knowing the Plan

- Knowing the Plan: Introduction
- Why Plan My Career?
- How Do I Plan?
- Exam Preparation

Unit 2: Getting to Know Yourself

- Getting to Know Yourself: Introduction
- What Do I Like to Do?
- What Kind of Worker Am I?
- Exam Preparation

Unit 3: Knowing What You Want

- Knowing What You Want
- What is Most Important to Me?
- How Much Money Will I Need?
- Exam Preparation

Unit 4: Getting to Know the Job Market

- Getting to Know the Job Market
- What Kind of Jobs Are Available?
- How Could I Make My Own Job?
- Exam Preparation

Unit 5: Getting Ready for a Career

- Getting Ready for a Career
- Which Available Jobs Are Right for Me?
- How Can I Prepare for the Kind of Job I Want?
- Exam Preparation

Unit 6: Getting a Job

- Getting and Keeping a Job
- How Do I Apply for Jobs?
- What Happens During the Selection Process?
- How Can I Keep A Job I Like?
- Exam Prep and Exam

Unit 7: Final Exam