



## Online Courses for High School Students

1-888-972-6237

### High School Career Discovery

Your future career is likely something you've dreamed about since you were a child. Now it's time to turn that dream into a reality! In this course, you will explore your own strengths, interests, and preferences and use that information to uncover the best career for you! You will explore 17 career clusters, learn about the skills needed to work in different industries, and choose a path to pursue. You'll build a plan to get you from high school to your first day on the job, and craft a strong portfolio to land your perfect job. You've dreamed about your future career. Now it's time to create a plan and turn that dream into a goal!

**Prerequisite:** None

**Course Length:** One Semester

**Required Text:** None

#### Required Materials

##### *Physical*

- Video recording device

##### *Software*

- Word processing software
- Presentation software
- Spreadsheet software

##### *Other*

- Advertisement or other marketing piece

##### *Optional*

- Art supplies
- Camera

### Unit 1: Learning More About You

What do you want to be? A professor? A pilot? A pet groomer? Maybe. But there are plenty of other career options you probably haven't even heard of! We'll dive into your personality, interests, values, and preferences to think about career paths that could be great for you. From considering your workplace preferences to constructing a career portfolio, you'll find yourself well on your way to determining your dream job.

What will you learn in this unit?

- Describe options to think about and prepare for possible future careers.
- Explain the purpose of a self-inventory and how it can be applied to assist with decision making.
- Develop an understanding of yourself to build a positive self-concept and link your desires to career possibilities.
- Identify ways in which a career portfolio can help you progress professionally.
- Create and maintain a career portfolio.

## Unit 2: Assessing Your Skills and Researching Career Options

There are an astronomical number of possible careers. So, how do you select your perfect career? You'll need to spend some time reflecting on what's important to you, but you'll also need a method to research careers and organize the data that you find to compare against your desired future. From educational requirements to salary, you'll need to consider plenty of factors. We'll learn where to find this information, how to organize it, and how to narrow down your options into just a few careers that could be a great fit.

What will you learn in this unit?

- Describe the Holland Code and how Holland Code results can be used to guide career decisions.
- Identify different types of skills and how they impact career and academic success.
- Explain the basic characteristics of each of the career clusters.
- Research basic data about a range of careers and compare this data to desired career attributes.
- Understand how to use self-assessment results, career data, and further research to find a good career fit and make plans to enter the desired career field.

## Unit 3: Discovering Creative Careers

Are you creative and curious about art-related careers? Would careers in hospitality or tourism float your boat? Have you thought about what you'll get out of such a career other than a salary? You'll learn the answers to these questions and more! We'll explore careers in three career clusters, learning about the skills required in a variety of careers, as well as the working conditions, salaries, and job prospects you might expect. We'll wrap up by thinking about the importance of benefit packages.

What will you learn in this unit?

- Describe the Arts, Audio/Video Technology, and Communications career cluster and list related careers and their requirements.
- Discuss what the Hospitality and Tourism career cluster is, and list related careers and their requirements.
- Explain what the Marketing, Sales, and Service career cluster is, and list related careers and their requirements.
- Identify the importance of benefits packages and explain common benefits included in these packages.

## Unit 4: Examining Analytical Careers

Are you interested in connecting your skills with a career in Information Technology? Perhaps a future in Finance looks outstanding to you? Maybe you want to discover or save a species as part of the Science, Technology, Engineering, and Mathematics career cluster. No matter what interests you've listed on your career planning document or spreadsheet, you'll find something in these career clusters to spark deeper thought!

What will you learn in this unit?

- Describe the Science, Technology, Engineering, and Mathematics career cluster and list related careers and their requirements.
- Summarize what the Information Technology career cluster is and list related careers and their requirements.
- Explain what the Architecture and Construction career cluster is and list related careers and their requirements.
- Identify the Business Management and Administration career cluster and list related careers and their requirements.
- Discuss the Finance career cluster and list related careers and their requirements.

## Unit 5: Exploring Careers That Help Others

Is helping other people a priority for you? If so, working to save lives with a career in Health Science may be right for you! Or maybe teaching children as part of the Education and Training career cluster is where you're meant to be. You could also sign up for a career full of forging relationships with people from different backgrounds in the Government and Public Administration cluster. We're going to cover tons of career options in the helping clusters, so get ready to add lots of new ideas to your career planning document or spreadsheet!

What will you learn in this unit?

- Describe the Health Science career cluster and list related careers and their requirements.
- Explain what the Human Services career cluster is and list related careers and their requirements.
- Define the Education and Training career cluster and list related careers and their requirements.
- Understand what the Law, Public Safety, Corrections, and Security career cluster is and list related careers and their requirements.
- Identify the Government and Public Administration career cluster and list related careers and their requirements.

## Unit 6: Investigating Careers that Benefit the Community

We're wrapping up our career cluster exploration with a trek through the Madagascar jungle, a sunrise view from the top of a wind turbine, and some creative work with molten glass. The careers in Manufacturing; Energy; Agriculture, Food, and Natural Resources; and Transportation, Distribution, and Logistics may not be what you expected! You'll definitely have more to squeeze onto your career planning document or spreadsheet before we're done. Let's dive in!

What will you learn in this unit?

- Describe the Manufacturing career cluster and list related careers and their requirements.
- Explain what the Energy career cluster is and list related careers and their requirements.
- Define the Agriculture, Food, and Natural Resources career cluster and list related careers and their requirements.
- Summarize the Transportation, Distribution, and Logistics career cluster and list related careers and their requirements.

## Unit 8: Preparing for and Pursuing Your Future

Now that you've set a target for your future career, you're ready to start looking at the materials you'll need to actually land the job and advance in your chosen field. From writing your first resume to doing the research to craft an impressive cover letter, you'll find all the pointers and advice you need to succeed. But it's not all about plans and documents, you'll also need to cultivate a resilient mindset. Fasten your seatbelts—we're coming to the end of your career preparation journey!

What will you learn in this unit?

- Define a career ladder and describe steps you might take to advance.
- Describe the steps to craft career materials, such as a resume and cover letter.
- Identify ways to give a strong first impression during the job application and interview process.
- Understand how other aspects of preparedness, such as personal finance knowledge and a resiliency mindset, contribute to success.