



Online Courses for High School Students

1-888-972-6237

Career Planning

The online Career Planning course guides students through the essential elements of the career planning process and the development of a defined career plan. Students will consider the many factors that impact career success and satisfaction. Using a process of investigation, research, and self-discovery, students will acquire the understandings critical to the career planning process. Upon completion of the course, students will have created a practical and comprehensive college or career transition portfolio that reflects their skills and abilities, as well as their interests, values, and goals.

Prerequisite: None

Course Length: One Semester

Required Materials: None

Introduction to Career Planning

- Course Welcome
- Why Career Planning Matters
- Using a Rubric to Evaluate Your Work

Who Am I?

- Personal Profile I
- Personal Profile II
- Personal Profile III
- Career Assessments
- Soft Skills in the Workplace
- Final Personal Profile
- Unit 2 Exam: Who Am I?

Career Research

- Introduction to O*NET
- Introduction to Career Clusters
- Career Pathways
- Researching Careers
- Researching Careers Part 2
- Exploring the Occupational Outlook Handbook
- Your Career Options
- Unit 3 Exam Career Research

Income and Opportunity

- Reality Check
- Your Career and the World Around You
- Education and Employability
- Understanding Your Paycheck
- Quality of Life
- Selecting Your Career
- Predicting Your Future
- Unit 4 Exam Income and Opportunity

Education and Training

- High School Opportunities
- Student Organizations
- Education Options
- College and Career Exams
- Test Ready
- Fundamentals of Financial Aid
- Completing the FAFSA
- Unit 5 Exam Education and Training

School Search

- Priorities and Preferences
- Searching for Schools
- Finding Your School
- Evaluating School Preferences
- Comparing Costs
- Comparing Costs 2
- Financing Your Education
- Connecting to College and Career
- The Admissions Process
- Unit 6 Exam School Search

Work Ready

- A Personal Budget
- Writing a Resume
- Applying for Jobs
- Finding My Job
- Electronic Communications
- Interview Success
- Workplace Ethics and Conflict Resolution
- Unit 7 Exam Work Ready

Final Project

- Final Project

Semester Exam

- Semester Exam