

Chino Valley Unified School District

High School Course Description

CONTACTS	
1. School/District Information:	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Dr., Chino, CA 91710 Phone: (909) 628-1201 Web Site: chino.k12.ca.us
2. Course Contact:	Teacher Contact: Linda L. Zeigler Position/Title: Work Based Learning & Internship Coordinator Phone: (909) 606-7540 ext 5108 E-mail: linda_zeigler@chino.k12.ca.us
A. COVER PAGE - COURSE ID	
1. Course Title:	Career Exploration and Job Readiness
2. Transcript Title/Abbreviation:	Career Explor
3. Transcript Course Code/Number:	5E25
4. Seeking Honors Distinction:	No
5. Subject Area/Category:	Career Technical Education Elective
6. Grade level(s):	9-12
7. Unit Value:	5 units/one semester – elective
8. Was this course previously approved by UC?	No
9. Is this course classified as a Career Technical Education course:	Yes
10. Is this course modeled after an UC-approved course?	Yes
11. Repeatable for credit?	No
12. Date of Board Approval:	April 2, 2015
13. Brief Course Description:	A course to provide students with career and college exploration opportunities, job readiness skills, and post-graduate plans.
14. Prerequisites:	None
15. Context for Course:	EC 51228 calls for all 7-12 grade students to have access to a course of study that prepares them for career entry after high school. The College and Career Initiative and the Common Core Standards require students to be trained in career exploration and job readiness. Through the process of self-exploration and career planning students will learn how to match personal needs and expectations with satisfying career options. Students will learn job readiness skills, self-assessment skills, research major and career alternatives, and make decisions based upon sound factual information, utilizing a variety of resources.
16. History of Course Development:	The California CTE Standards for Career Ready Practice describe the fundamental knowledge and skills that students need to prepare for transition to postsecondary education, career training, or the workforce. The CTE Anchor Standards were designed to reinforce the aims the CTE Model Curriculum Standards and the Common Core State Standards.
16. Textbooks:	School to Careers Edition 10 - Goodheart Willcox Publisher
17. Supplemental Instructional Materials:	-Computer Lab for use of the online Career Exploration Programs including California Career Zone, California Career Resource Networks, California Colleges, Career Café, College Board, Today's Military etc -A series of DVD's on Job Readiness Skills, and the Industry Sectors. -Bring Your A Game to Work – from The Center for Work Ethic Dev.

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B. COURSE CONTENT

Course Purpose: The purpose of the course is to prepare students for entry-level part time jobs, college and career. It is recommended for students who are undecided about their future career choices and post secondary options.

Course Outline:	CTE Anchor Standard
I. Career Interest Inventory and Skills Assessments	1, 3, 4, 5, 7, 10
II. Goal Setting and Decision Making	1,2,3,5,11
III. Career Clusters & Industry Sectors	1,2,3,4,6,9,10,11
IV. Understanding the Workplace, Laws, Regulations, and Employment Forms	2, 3, 5, 6, 7, 8,10,11
V. Job Search Strategies and Employability Skills	2,4,6,7,8,9,10,11
VI. Job Readiness (applications, resumes, references & letters) and Interviews	1, 2, 4, 5, 7, 8, 10, 11
VII. Career Exploration and Occupational Outlook	1, 2, 3, 4, 5, 7, 8,10,
VIII. Developing a Career Plan	1,2,3,4,5,7,10, 11
IX. Post Secondary Options -College, Armed Forces, Trade/Tech School	1,2, 3, 4, 5, 6, 7,8,9, 10, 11
X. College and Job Application process	1, 2, 4, 5, 7, 9, 10, 11
XI. Networking	2,3,4, 5,7, 9, 10, 11

- Key Assignments:** *Based on the Standards for Career Ready Practice*
1. Apply appropriate technical skills and academic knowledge.
 - a. Interest Inventories
 - b. Skills and Strength Assessments
 2. Communicate clearly, effectively and with reason:
 - d. Job Application
 - e. Resume
 - f. Cover and Thank you letters
 3. Develop an education and career plan aligned with personal goals:
 - g. Goal Setting and Decision Making Activities
 - h. Weekly review of one of the Industry sectors through DVD's and online resources
 - i. Career Exploration Reports and Oral Presentations
 4. Apply technology to enhance productivity
 - j. Research College and Post Secondary Options
 - k. Work Ethic Assessment
 - l. Job Search Techniques
 5. Utilize critical thinking to make sense of problems and persevere in solving them.
 - m. Mock Interviews
 - n. College and Scholarship Essays
 - o. Interviewing an Industry Professional /potential mentor
 6. Practice personal health and understand financial literacy
 - p. Investigate health clearances needed for specific careers
 - q. Understanding Paycheck stubs, Managing personal finances
 7. Act as a responsible citizen in the workplace and community
 - r. Completing W-4, filing taxes
 - s. Workplace etiquette and culture
 8. Model integrity, ethical leadership and effective management
 - t. A- Game Work Ethics Activities on: Attitude, Attendance, Appearance, Ambition, Accountability, Acceptance, and Appreciation

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9. Work productively in teams while integrating cultural and global competence.
 - u. In groups create and present career displays on a specific industry sector
 - v. Invite Industry Professional as guest speaker
10. Demonstrate creativity and innovation
 - w. Develop a Career Portfolio including a Career Plan
 - x. Create an Power Point or Video presentation on the future of their Industry sector
11. Employ valid and reliable research strategies:
 - y. Use Career Cruising , California Career Zone, California Career Center, U.C. Mentor online,
12. Understand the environmental, social, and economic impacts of decisions;
 - z. Current event reports of the Industry Sectors in the news.

Instructional Methods and/or Strategies:

Various instruction strategies and methods will be used for this course including; direct instruction; online driven assessments, exploration and research; DVD instruction, and guest speakers. To create a balance between the Career Exploration and Job Readiness portion of the course It is recommended that each week a couple days are dedicated to the Career Exploration instruction and a couple to the Job Readiness instruction, with at least one a day a week dedicated to online research, student self assessments and preparation of employment documents (letters, applications, and resumes)

Assessment Including Methods and/or Tools: Students will be assessed in various methods; including: authentic assessments (job application, resumes, letters), oral presentations, research reports, portfolios, test or quizzes, class discussions and interviews.