

**Argenta-Oreana High School
Career Exploration**

Date Semester	IL Learning Standards	Unit and/or Essential Question Content and/or Skills	Assessments and/or Products
Sept/05	4.B.1b 4.B.2b 4B.3d 4.B.4d	Chap.1 – Communication in the Workplace Chap. 2 - Preparing written work Chap. 3 – Following Direction Chap.4 – Ask questions about tasks Verbal: Discussion on how to communicating effectively on the job. Reading: Career Cruising computer program Writing: Report on favorite job. Analytical: Evaluate discussion questions to ask	Chapter tests Unit test Career Cruising assessment in lab. Take online test/top 50 jobs of interest.
Oct/05	3.C.4a,3.C.5b 4.A.4a,4.B.5a 3.C.4a.3.C.5b 3.C.4a.3.C.5b 3.C.4a.3.C.5b	Chap.5- Preparing a resume Chap.6- Preparing for job interview Chap.7- Write job application letter/Cover letter Chap.8- Write interview follow-up letter /Thank you letter Chap.9- Complete job application form Verbal: Discussion on how to communicating effectively on the job. Reading: Job applications Writing: Thank you, cover letter,Follow-up, Job application Analytical: Evaluate letters, make changes when needed	Prepare a resume/lab Mock interviewing/ Guest speaker from H/R DMH Functional resume Chronological resume Functional resume Write application letter, complete a sample application-Best Buy

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Nov./05	10.A.5,10.B.5 5.C.5b	<p>Chap.10- Maintaining Professionalism Working with others</p> <p>Chap.11- Demonstrating Work Ethics & Behavior Assume responsibility for decisions and actions</p> <p>Chap.12- Demonstrating Technological Literacy Recognizing impact of technological changes on tasks And people.</p> <p>Verbal: Students read actual cases in the workplace demonstrating work ethics and responsibilities of the employee.</p> <p>Reading: Provide students with a copy of a training/behavior plan from a major manufacturing company.</p> <p>Writing: Design a poster or bulletin board that illustrates the topic “Work Ethics & Behavior”</p>	<p>Role playing, Career Videos</p> <p>Write paper on Ethics in the workplace. Research policies and procedure in the workplace (Sexual Harassment) policies.</p>

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Dec./05	4.B.1b 3.C.2a 3.C.4a 3.C.5a	Chap. 13 – Career Report	<p>Students will prepare a 6 page typed report on the career of their choice.</p> <p>Topics: Job description, working condition, education, salary, job outlook, skills, personality traits,</p> <p>Include cover sheet, and bibliography</p>