

East Penn School District
Secondary Curriculum

A Planned Course Statement
for
Study and Career Skills

Course # 603 Grade(s) 9-12

Department: Computer and Business Applications

Length of Period (mins.) 41 Total Clock Hours: 63

Periods per Cycle: 6 Length of Course (yrs.) .5

Type of Offering: required elective

Credit: .5

Adopted: 6/8/09

Developed by:

Kelly Duffy
Anne Nero

Description of Course

Course Title: Study and Career Skills

Description: This course is designed to help students focus on their personal needs for success in both the classroom and working world. Study techniques including test taking strategies, note-taking skills and time management are combined with the exploration of personal learning styles and interests so that students are better prepared for life after high school. Career research and preparation are also covered, including cover letter and resume writing and interviewing skills. 6 periods per cycle Semester course .50 credit

Goals:

- To present students with the resources and skills required for personal success in both the academic and working worlds
- To assist students with career research
- To present commonly accepted standards for cover letter, resume and interview preparation

Requirements: No prerequisite courses

Text:

Marks-Beale, Abby, Success Skills - Strategies for Study and Lifelong Learning. Thomson South-Western, 2007. (Chapters 1-10)

Kimbrell, Grady, Entering the World of Work. Glencoe, 2006.

Key to Levels of Achievement (Listed with each learning objective)

Awareness (A):	Students are introduced to concepts, forms, and patterns.
Learning (L):	Students are involved in a sequence of steps and practice activities which involved further development and allow evaluation of process.
Understanding (U):	Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level.
Reinforcement (R):	Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication.

Unit	Num	Objective	Level	Content	Evaluation	Standard
I. Learning Methods and Learning Styles (Text chapters 1-2)	1	Students will: <ul style="list-style-type: none"> ◆ Distinguish between an active and passive learning (Ch 1) ◆ Identify ways to become a more positive and active learner, engage in your learning, and find the support you need. (Ch 1) ◆ Identify individual preferred learning styles and senses (Ch 2) 	A, L	<ul style="list-style-type: none"> • Classroom discussion • Ancillary materials including self tests and self evaluations • Textbook readings and illustrations 	<ul style="list-style-type: none"> • Test/Quizzes • Class work/ participation 	NBEA <i>Career Development</i> I. <u>Self-Awareness</u> A. Personal Skills, Abilities, and Aptitudes B. Personal Strengths and Weaknesses Communication II. Social Communication A. Positive Self-concept and Image PA <i>Career Ed And Work</i> 13.1.11 A 13.3.11 A <i>Reading, Writing, Speaking, Listening</i> 1.6.11 A, D
II. Concentration and Time Management (Text chapters 3-4)	2	Students will: <ul style="list-style-type: none"> ◆ Identify the influences that affect concentration (Ch 3) ◆ Recognize mind wandering (Ch 3) ◆ Identify the physical and mental characteristics of an effective learning environment (Ch 3) ◆ Track, record and analyze how their time is spent(Ch 4) ◆ Define procrastination and identify ways to overcome it (Ch4) 	A, L,U	<ul style="list-style-type: none"> • Classroom discussion • Ancillary materials including activity tracking model and time management examples • Textbook readings and illustrations 	<ul style="list-style-type: none"> • Test/Quizzes • Class work/ participation • Time tracking project 	NBEA <i>Career Development</i> III. <u>Workplace Expectations</u> A. Work Ethic E. Continual Skills Improvement F. Virtual Work Environment G. Career and Job Self-Management PA <i>Career Ed And Work</i> 13.2.11 B 13.3.11 A 13.3.11 E <i>Reading, Writing, Speaking, Listening</i> 1.6.11 A, D 1.4.11 D

Unit	Num	Objective	Level	Content	Evaluation	Standard
III. Reading Actively (Text chapters 8,9,7)	3	Students will: <ul style="list-style-type: none"> ◆ Understand the advantage of previewing (Ch8) ◆ Identify the reading gears and qualities of a flexible reader (Ch 9) ◆ Describe the tools for reading faster (Ch 9) ◆ Explain how to use highlighting and margin notes to support active reading and predict test questions (Ch 7) 	A, L,U	<ul style="list-style-type: none"> • Classroom discussion • Ancillary materials including excerpts from high school textbooks across the curriculum • Course textbook readings 	<ul style="list-style-type: none"> • Test/Quizzes • Class work/ participation • Margin notes and highlighting assignments 	NBEA <i>Communication</i> I. <u>Foundations of Communication</u> B. Informational Reading Career Development B. Personal Strengths and Weaknesses PA <i>Reading, Writing, Speaking, Listening</i> 1.6.11 A, D 1.1.11 D 1.8.11 B 1.5.11 A, C
IV. Taking Notes From Both Lectures and Written Material (Text chapter 6)	4	Students will: <ul style="list-style-type: none"> ◆ Identify personality and verbal clues that instructors give (Ch 6) ◆ Explain two different note taking methods: Cornell and mind mapping (Ch 6) 	A, L,U	<ul style="list-style-type: none"> • Classroom discussion • Ancillary materials including excerpts from high school textbooks across the curriculum and guest lecturers (live and/or recorded) • Course textbook readings 	<ul style="list-style-type: none"> • Test/Quizzes • Class work/ participation 	PA <i>Career Ed And Work</i> 13.2.11 B 13.3.11 A <i>Reading, Writing, Speaking, Listening</i> 1.6.11 A, D 1.8.11 B, C 1.5.11 A, C

Unit	Num	Objective	Level	Content	Evaluation	Standard
V. Memory Devices and Test Taking (Text chapters 5,10)	5	Students will: <ul style="list-style-type: none"> ◆ Describe what to do to prepare for a test (Ch 5) ◆ Explain, create and practice memory devices (Ch 5) ◆ Identify and explain strategies for different types of test (Ch 10) ◆ Practice test taking strategies (Ch 10) 	A, L,U	<ul style="list-style-type: none"> • Classroom discussion • Course textbook readings • Practice tests 	<ul style="list-style-type: none"> • Test/Quizzes • Class work/ participation 	NBEA <i>Career Development</i> III. <u>Workplace Expectations</u> A. Work Ethic PA <i>Career Ed And Work</i> 13.2.11 B, F 13.1.11 G 13.3.11 G <i>Reading, Writing, Speaking, Listening</i> 1.6.11 A, D 1.5.11 A, C
VI. The World of Work and Self-Analysis (Text chapters 1 and 2)	6	Students will: <ul style="list-style-type: none"> ◆ Discuss realistic career expectations. (Ch 1) ◆ Compare the differences between a job, occupation, and career. (Ch 1) ◆ Discuss how the world of work is changing. (Ch 1) ◆ Discover how their future career choice will impact their desired lifestyle. (Ch 1) ◆ Identify their personal interests, skills, values, and learning styles and how to match them to a career. (Ch 2) ◆ Engage in formal and informal self-assessments. (Ch 2) 	A, L,U	<ul style="list-style-type: none"> • Classroom discussions • Textbook readings • Online resources • <u>Career Cruising</u> self-assessment program. • Current newspaper articles and periodicals. 	<ul style="list-style-type: none"> • Test/Quizzes • Class work/ participation • Online self-assessments 	NBEA <i>Career Development</i> I. <u>Self-Awareness</u> A. Personal Skills, Abilities, and Aptitudes B. Personal Strengths and Weaknesses PA <i>Career Ed And Work</i> 13.1.11 A, B, C, D, E
VII. Career Research (Text chapters 3 and 4)	7	Students will: <ul style="list-style-type: none"> ◆ Learn what career clusters are and how they can help make a career choice. (Ch 3) ◆ Explore various avenues of career research (books, 	A, L,U	<ul style="list-style-type: none"> • Classroom discussions • Textbook readings • Online resources 	<ul style="list-style-type: none"> • Test/Quizzes • Class work/ participation 	NBEA <i>Career Development</i> II. <u>Career Research</u> A. Career Resources and Related

Unit	Num	Objective	Level	Content	Evaluation	Standard
		online sources, informational interviews, job shadowing, etc.) (Ch 3) ♦ Evaluate education and training options. (Ch 4)				Information PA <i>Career Ed And Work</i> 13.1.11 A,C,E 13.2.11 B
VIII. Getting a Job (Text chapters 6, 7, and 8)	8	Students will: ♦ Identify options for finding job openings (Internet, personal contacts, classified ads, etc.) (Ch 6) ♦ Understand the importance of networking. (Ch 6) ♦ Learn how to complete a job application. (Ch 7) ♦ Identify different types of resumes and how to create one for themselves. (Ch 7) ♦ Create an effective cover letter using proper formatting and style. (Ch 7) ♦ Discuss and practice how to prepare for an interview. (Ch 8)	A, L,U	<ul style="list-style-type: none"> • Classroom discussions • Textbook readings • Online resources • Videos 	<ul style="list-style-type: none"> • Test/Quizzes • Class work/ participation • Creation of a cover letter and resume. 	NBEA <i>Career Development</i> II. <u>Career Research</u> A. Career Resources and Related Information PA <i>Career Ed And Work</i> 13.2.11 A, B, C <i>Reading, Writing, Speaking, Listening</i> 1.4.11 E
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