

PA Achievement Standard:

- **15.2.12.A:** Analyze personal characteristics, talents, skills, abilities and career assessment, results as related to career pathways, clusters, or occupations
- **15.4.12.A:** Apply the creative and productive use of emerging technologies for educational and personal success
- **15.6.12.C:** Reference Career Education and Work:
 - **13.2.11.C:** Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: Job application, Letter of appreciation following an interview, Letter of introduction, Postsecondary education/training applications, Request for letter of recommendation, resume
 - **13.1.3.F:** Explore how people prepare for careers.
 - **13.1.8.F:** Analyze the relationship of school subjects, extracurricular activities, and community experiences to career preparation
- **15.6.12.D:** Develop criteria to evaluate employment options

Big Idea/Essential Questions:

- Unit 2 presents techniques for choosing and planning for a career and presents effective strategies and resources to assist in obtaining a career that meets personal and financial goals.

Competencies:

- Students will be able to
 - Identify personal issues to consider when choosing and planning a career
 - Explain how education and training affect career advancement
 - Discuss factors that influence employment
 - Describe and apply effective strategies to obtain employment
 - Create a resume and cover letter
 - Complete a job application
 - Identify sources of career opportunities
 - Research and compare potential job openings
 - Identify financial and legal issues to consider when looking for employment

Learning Plan**Suggested Activities/Strategies**

- Lecture & Class Discussions
 - Planning Your Career
 - Employment and Career Development
- Student Readings
 - Finding a Job

Assessment Evidence

- Reading and writing assignments (project-based)
- Virtual Business Challenge Simulation
- Complete a job application
- Compare and contrasts careers opportunities

<ul style="list-style-type: none"> • Class Workshops and Discussions <ul style="list-style-type: none"> ○ In The Real World, 31 ○ Ask Standard & Poor's, p. 31 ○ Stages of Career Planning, p. 35 ○ Document Detective, p. 42 ○ Types of Resumes, p. 46 ○ Cover Letter, p. 47 ○ Careers in Finance, 49 ○ Stages of Career Development, p. 52 • Student Activities (Resource Book) <ul style="list-style-type: none"> ○ Virtual Business Challenge Simulation ○ Complete a job application ○ Compare and contrasts careers opportunities ○ Complete a Career Cruising session ○ Create a resume and cover letter ○ Analyze a W-4 Form 	<ul style="list-style-type: none"> • Complete a Career Cruising session • Create a resume and cover letter • Analyze a W-4 Form • Complete a job application • Compare and contrasts careers opportunities • Complete a Career Cruising session • Create a resume and cover letter • Analyze a W-4 Form • Chapter/Section Assessments: <ul style="list-style-type: none"> ○ 2.1, 2.2 • Vocabulary terminology • Teacher observation • Class discussions • Student engagement and participation • Chapter 2 Cumulative Assessment
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