

Career READY Syllabus

(2021-22)

There are 14 modules in this course. Plan to complete roughly 1 modules per week with some extra time for Module 7 (Résumés,) Module 9 (Interview Skills,) and Module 14 (Financial Literacy) to finish the course in 18 weeks.

Module #	Module Name	Module Objectives
1	Your Strengths and Interests	<ul style="list-style-type: none"> x Identify your strengths and interests. x Understand how you can use your knowledge of your strengths and interests to guide your investigation of potential careers.
2	Career Clusters	<ul style="list-style-type: none"> x Become familiar with the 16 Career Clusters. x Explore the Career Clusters according to your strengths and interests. x Identify three to five Career Clusters that suit you best.
3	Post-Secondary Education Options	<ul style="list-style-type: none"> x Determine the type of post-secondary education you would like to receive. x Research those options x Develop an argument for why the type of post-secondary education you would like to receive is best for you.
4	Career Research	<ul style="list-style-type: none"> x Identify your values and priorities x Become acquainted with sources that provide accurate information about careers x Research 3 careers that you are interested in x Understand how to use a graphic organizer to record your research findings x Evaluate your research findings
5	Goal Setting	<ul style="list-style-type: none"> x Understand why you should set career goals. x Understand how to set career goals you can achieve. x Create a detailed list of your long term and short term career goals.
6	Workplace Communication	<ul style="list-style-type: none"> x Learn how to communicate, in person, with clients, customers, coworkers, and superiors. x Learn how to construct an email to clients, customers, coworkers, and superiors. x Learn how to use social media to promote yourself and your company or institution.

7	Create Your Résumé	<ul style="list-style-type: none"> x Explain what a résumé and what it consists of. x Understand how to write a résumé. x Create your own résumé. x Understand the importance of a well-written résumé.
8	Write a Cover Letter	<ul style="list-style-type: none"> x Explain what a cover letter is and what it consists of. x Understand how to write a cover letter. x Write a cover letter for a particular job opening.
9	Interview Skills	<ul style="list-style-type: none"> x Learn how to prepare for an interview. x Learn how to present yourself during an interview. x Learn how to demonstrate insight, creativity, and confidence during an interview. x Learn how to project your personality with honesty and professionalism during an interview. x
10	Soft Skills	<ul style="list-style-type: none"> x Define soft skills. x List important soft skills that you will need when entering the workforce. x Analyze the degree to which you possess soft skills. x Devise a plan for adopting and refining soft skills in yourself.
11	Relationship Building	<ul style="list-style-type: none"> x Explain how communication forms the basis of relationship x Explain how having good relationships is critical to being successful in the workplace.
12	Workplace Ethics	<ul style="list-style-type: none"> x Research and consider common ethical dilemmas in your chosen career. x Explain why codes for ethical behavior exist in the workplace. x Describe the importance of identifying and avoiding conflicts of interest.
13	Job Resources	<ul style="list-style-type: none"> x Identify the possible online, print, and interpersonal resources you can utilize when looking for job openings in your desired career field. x Determine which resources are more or less likely to be helpful when you are seeking a position.
14	Financial Literacy	<ul style="list-style-type: none"> x Learn why budgeting and being in control of your finances important x Learn how to track your spending x Learn how to make a budget x Make your own personal budget x Learn about scholarships & financial aid x Compare the cost of attendance for two different post-secondary programs x Reflect on the process of making a budget

