

Syllabus

PLATO Course Career Explorations

Course Overview

This one-semester course is intended as a practical, hands-on guide to career exploration and planning. This course has 16 lessons organized into four units, plus four Unit Activities. Each lesson contains one or more Lesson Activities. The course ends with a Course Activity in which you will create two essential components of a career portfolio: a résumé and a cover letter for applying for an entry-level job in your chosen career.

This course covers all of the career clusters in the National Career Clusters Framework. You'll explore the career pathways within each cluster, determine the academic and skill requirements for different career pathways, and learn about the jobs available in each pathway and the work these professionals do. This course will also guide you through the process of creating an academic and career plan based on you interests, abilities, and life goals.

You will submit the Unit Activity documents to your teacher, and you will grade your work on the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Identify and explore career options in different career clusters and pathways.
- Identify the academic requirements for different career pathways.
- Identify the skills, abilities, and talents that different careers require.
- Identify employment opportunities in different career pathways.
- Describe the tasks that people perform in different careers.
- Create and manage an academic and career plan that is aligned with your personal goals and interests.
- Identify ways that you can earn college credit while you're still in high school.
- Identify various options for funding your college education.

- Recognize how your performance in college placement tests such as the SAT, ACT, ASVAB, and ACCUPLACER impact your academic and career goals.
- Identify and acquire basic academic skills, interpersonal skills, technology skills, workplace-readiness skills, and financial management skills for success in college and in your career.
- Prepare a job search portfolio and acquire skills for success in job interviews.

Prerequisite Skills

PLATO Course Career Explorations has the following prerequisites:

- basic computer skills
- basic math knowledge
- ability to structure and process information
- familiarity with the writing process and following guidelines

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of the general skills required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

PLATO Course Career Explorations is a 0.5-credit course.

Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Exploring Career Options

Summary

In this unit, you will explore each of the career clusters and pathways. You'll determine the career options you have within each pathway, and the academic qualifications and skills you'll need in order to excel or advance in a particular career. The research you do in this unit will prepare the ground for developing a career plan based on your interests, talents, and personal goals.

Day	Activity/Objective	Type
1 day: 1	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
5 days: 2–6	Careers in Science, Technology, and Engineering <i>Explore careers in the following career clusters: Science, Technology, Engineering, and Mathematics; Information Technology; and Arts, A/V Technology, and Communications.</i>	Lesson
5 days: 7–11	Careers in Industry, Agriculture, and Natural Resources <i>Explore careers in the following career clusters: Architecture and Construction; Manufacturing; Agriculture, Food, and Natural Resources; and Energy.</i>	Lesson
5 days: 12–16	Careers in Business, Finance, and Logistics <i>Explore careers in the following career clusters: Business, Management, and Administration; Finance; Marketing, Sales, and Service; and Transportation, Distribution, and Logistics.</i>	Lesson
5 days: 17–21	Careers in Health, Hospitality, and Human Services <i>Explore careers in the following career clusters: Health Science, Hospitality and Tourism, and Human Services.</i>	Lesson
5 days: 22–26	Careers in Education and Public Services <i>Explore careers in the following career clusters: Education and Training; Government and Public Administration; and Law, Public Safety, Corrections, and Security.</i>	Lesson
1 day: 27	Space Jumble	Game

Day	Activity/Objective	Type
4 days: 28–31	Unit Activity/ Threaded Discussion—Unit 1	Unit Activity
1 day: 32	Post-test—Unit 1	Assessment

Unit 2: Developing an Academic and Career Plan

Summary

In this unit, you will draw up a career plan that is aligned with your values, interests, personality, and skills. You will identify professional organizations relating to your chosen career and the benefits of joining these organizations. You will explore opportunities for earning college credit while you're still in high school. You will learn about various college placement tests and how your scores in these tests can impact your career plan. You will also explore different ways of funding your college education.

Day	Activity/Objective	Type
4 days: 33–36	Taking Stock of Your Values, Interests, Personality, and Skills <i>Use self-assessment tools for college and career planning.</i>	Lesson
4 days: 37–40	Setting Goals and Making Decisions <i>Identify your short-term and long-term career goals and apply a decision-making process to your career plan.</i>	Lesson
3 days: 41–43	Career and Technical Student Organizations <i>Explain the role of Career and Technical Student Organizations in college and career planning.</i>	Lesson
3 days: 44–46	Earning College Credit in High School <i>Explore opportunities for earning college credit in high school.</i>	Lesson
3 days: 47–49	Assessing Your College Readiness <i>Recognize how performance on assessments such as the SAT, ACT, ASVAB, and ACCUPLACER impact your academic and career goals.</i>	Lesson
3 days: 50–52	Funding Your Way Through College <i>Explore different ways of funding your college education.</i>	Lesson
1 day: 53	Para Jumble	Game
4 days: 54–57	Unit Activity/Threaded Discussion—Unit 2	Unit Activity

Day	Activity/Objective	Type
1 day: 58	Post-test—Unit 2	Assessment

Unit 3: Skills for College and Career Success

Summary

In this unit, you will identify academic, interpersonal, technology, and workplace-readiness skills that are essential for success in most careers. You will also acquire financial management skills that you will use throughout your life, including opening and maintaining different types of bank accounts, using credit cards responsibly, and maintaining a good credit score.

Day	Activity/Objective	Type
4 days: 59–62	Academic and Interpersonal Skills <i>Identify and acquire study habits and interpersonal skills for success at college and in your career.</i>	Lesson
4 days: 63–66	Technology and Workplace Skills <i>Identify and acquire technology and workplace readiness skills needed for career success.</i>	Lesson
4 days: 67–70	Managing Your Money <i>Acquire personal financial management skills for success in college and in your career.</i>	Lesson
1 day: 71	Thwack-A-Mole	Game
3 days: 72–74	Unit Activity/Threaded Discussion—Unit 3	Unit Activity
1 day: 75	Post-test—Unit 3	Assessment

Unit 4: Entering the Job Market

Summary

In this unit, you will research the job market and become familiar with the components of a job search portfolio. You will compare careers in terms of educational requirements, skills needed, salary, and the lifestyle you want. You will learn about the purpose and benefits of informational interviews and identify your professional strengths and weaknesses as you prepare for job interviews.

Day	Activity/Objective	Type
4 days: 76–79	Preparing Your Job Search Portfolio <i>Research the job market and become familiar with the components of a job search portfolio.</i>	Lesson
4 days: 80–83	Preparing for Job Interviews <i>Develop skills for success in job interviews.</i>	Lesson
1 day: 84	Space Jumble	Game
3 days: 85–87	Unit Activity/Threaded Discussion—Unit 4	Unit Activity
Extend ed Project	Creating Your Career Portfolio	Course Activity
1 day: 88	Post-test—Unit 4	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Test	Assessment