
**Vincent Massey High School
Career Development 20S
Course Outline
2009-10**

Course Title: Career Development 20S

School Year and Semester: 2009-10

Teacher: Quinton Grindle

Course Description: Career Development has been designed to connect school learning with workplace and labour market realities. This class will provide a students with a smoother transition between high school and post-secondary education and the world of work. Students will acquire and apply the knowledge and skills necessary to make appropriate life decisions and will have the opportunity to explore potential occupations. Students will skills that will enable them to succeed in the labour market.

General Learning Outcomes:

- Students will build and maintain a positive self image
- Interact positively and effectively with others
- Develop personal management skills needed for success in work, learning and life
- Be able to locate and effectively use life/work information
- Understand the relationship between work and society/economy
- Learn how to maintain and balance life and work roles
- Develop the skills and knowledge necessary to find jobs that are available

Course Evaluation Structure:

- Tests: 40%
- Assignments, Projects: 40%
- Final Project: 20%

A grade of zero will be given to unit assignments that are not submitted by the completion of the related unit's summative evaluation

Any extension for a student to the above standard will be considered by the administration only when requested by the teacher

Course Final Standing

The final mark for term work, within the respective categories, (tests, assignments, labs, and projects) will be cumulative.

Unit Descriptions

Unit 1 Title: Personal Management -- **Get Real! (Chapter 1-3)**

Approximate Instructional Time for Unit of Study: 4 weeks

Learning Outcomes:

- Exploring the importance of work, family and leisure activities to mental, emotional, physical and economic well being
- Explore one's abilities, interests, skills, values and personal qualities to determine strengths and weaknesses
- Discover the importance of developing a realistic and positive self image.
- Identify and compare how internal and external factors effect motivation
- Identify what causes, and how to deal with stress in your life and at work. A reflection of things that influence students and the effects of change.
- Build a personal profile of interests, abilities, skills, challenges and personality.
- Personal goal setting.
- Identifying skills needed in the work world.
- Examine post-secondary options.
- Examine society trends that affect future work world.
- Examine secondary school programs and graduation requirements.
- Sharpen decision-making skills.
- Research career-related information.
- Begin production of personal career plan.
- Start a Career Studies portfolio.

Evaluation:

- Unit Test: 80 marks
- Self Awareness Essay: 25 marks
- Famous Canadians Assignment 15 marks
- Textbook Assignments : 20 Marks

Unit 2 Title: Career Exploration --**Chose Your Adventure (Chapters 4-7 of text)**

Approximate Instructional Time for Unit of Study: 4 weeks

Learning Outcomes:

- Discover differences between work, jobs, occupations and careers
- Use various sources to identify local employment opportunities
- Demonstrate how one's interests knowledge, skills, values and attitudes are transferable to various roles.
- Identify factors to influence work opportunities
- Describe how the community, the economy and the technological advances impact work and work roles
- Examine one's different life roles and how they may contribute to society
- Identify stereotypes, biases and discriminatory behaviors that may limit opportunities

- Examine and acknowledge the positive impact work has on self.
- Consider post-secondary options.
- Become familiar with learning opportunities for high school students.
- Identify work opportunities.
- Research education, training, and skill requirements of specific occupations.
- Compare open and hidden job markets.
- Identify specific trends in the work world and self-employment.
- Learn and Understand workplace safety and health regulations
- Identify barriers to career plans.
- Group communication, interviews, listening, and role playing activities.
- Tasks involving teamwork.

Evaluation:

- Unit Test: 80 marks
- Employment Opportunities Assignment: 20 marks
- Fictional Story or Comic Book Assignment: 25 Marks
- Changing Roles Article Analysis: 20 Marks
- WHIMIS: 10 Marks
- Textbook Assignments : 20 Marks

Unit 3 Title: Learning and Planning

Approximate Instructional Time for Unit of Study: 4 weeks

Learning Outcomes:

- Categorize, assess and apply individual learning styles
- Compare students' responsibilities for school with a workers' responsibilities for work
- Recognize how current academic performance and course selection may impact occupational choice
- Research types of training and educational options available before and/or after high school graduation
- Find and report the entrance requirements and the advantages and disadvantages of Manitoba Post-Secondary Programs
- Discuss the concept of, recognize the importance of and create and maintain a Career Portfolio.

Evaluation:

- Unit Test: 80 marks
- Occupation Poster: 25 Marks
- Occupations Report: 25 marks
- Textbook Assignments : 20 Marks
- 40th Birthday Speech Assignment: 25 Marks

Unit 4 Title: Job Seeking and Job Maintenance- More Tools of The Trade (Chapters 8-11)

Approximate Instructional Time for Unit of Study: 4 weeks

Learning Outcomes:

- Recognize the language describing employment opportunities and conditions
- Connect the role of labour unions in the development of human rights
- Recognize labour legislation standards for manitoba
- Explore specific work opportunities in terms of working conditions and job benefits
- Demonstrate the ability to complete application forms
- Develop work search tools such as resumes and cover letters
- Describe the need for networking, timelines and making new contacts
- Using resources to apply for part-time and summer jobs.
- Preparing for job interviews.
- Non-verbal communication.
- Researching the education, training, and skill requirements for specific jobs.
- Importance of diversity on the job.
- Teamwork and leadership to address conflict.

Evaluation:

- Unit Test: 80 marks
- Working Conditions and benefits Chart: 25 Marks
- Application form Assignment: 15 Marks
- Resume and Cover Letter: 25 Marks
- Interview Assignment: 25 Marks
- Safety in the workplace assignment (20 marks)

Unit 5 Title: Career and Community Experiences -- Looking Beyond (Chapter 12 of text)

Approximate Instructional Time for Unit of Study: 2 weeks

Learning Outcomes:

- Explore suitable occupations that match occupational goals
- Research and discuss short term community experience expectations and responsibilities
- Assess and describe attitudes, skills, and procedures observed in our community Applying knowledge and skills from the course in a variety of situations.
- Planning for the future- how will you get there?

Evaluation:

- Unit Test: 50 marks
- Career Portfolio Organization
- Guest Speaker Journals: 50 Marks