

**CAREER PREPAREDNESS COURSE  
SUGGESTED COURSE OUTLINE AND PACING GUIDE**

CONTENT	Hours
<b>I. Personal Decision Making</b>	
A. Decision-Making Process	3
<b>II. Academic Planning And Career Development</b>	
A. Workforce Behaviors <ol style="list-style-type: none"> <li>1. Workplace Etiquette</li> <li>2. Workplace Violence and Sexual Harassment and Appropriate Workplace Action</li> <li>3. Diversity in the workplace</li> </ol>	6
B. Personal Skills Interests and Abilities Related to Current Career Opportunities <ol style="list-style-type: none"> <li>1. Assessments that Identify Personal Areas of Interest and Aptitude</li> <li>2. Career Options from the 16 National Career Clusters</li> <li>3. Safety and Health Standards in the Workplace</li> </ol>	6
C. Personal Preference, Education, and Training to Demands of the Workplace <ol style="list-style-type: none"> <li>1. Personal Career Goal Based on Results of Assessments</li> <li>2. Employee Benefits and Incentives Related to Career Choices</li> <li>3. Calculate Net Pay from a Gross Salary</li> <li>4. Advanced Database Features Used to Examine the Effect of Career Choice on Lifestyle</li> </ol>	8
D. Postsecondary/Higher Education Admissions and Financial Processes <ol style="list-style-type: none"> <li>1. Application for Admission</li> <li>2. Financial Aid Process</li> </ol>	3
E. The Employment Process <ol style="list-style-type: none"> <li>1. Job Searches</li> <li>2. Completion of Job Applications</li> <li>3. Writing a Resume</li> <li>4. Interview Skills</li> <li>5. Completion of Required Employment Forms</li> <li>6. Use of Word Processing Software to Write Correspondence Documents</li> </ol>	10
F. Electronic Portfolio Using Digital Tools <ol style="list-style-type: none"> <li>1. Contents of Portfolio               <ol style="list-style-type: none"> <li>a. Cover Letter</li> <li>b. Current Resume</li> <li>c. Completed Job Application</li> <li>d. Assessment Results</li> <li>e. Curriculum Samples</li> <li>f. Four-Year Educational Plan</li> <li>g. Education/Career Preparedness Checklist</li> <li>h. Other: Examples of Academic and Career Preparedness Achievements</li> </ol> </li> <li>2. Advanced Features of Word Processing</li> <li>3. Advanced Features of Multimedia Software to Create and Make Presentations Using Effective Communication Skills</li> </ol>	10
<b>III. Technology Skill Applications</b>	
A. Diagnose Problems <ol style="list-style-type: none"> <li>1. Hardware</li> <li>2. Software</li> <li>3. Advanced Network Systems</li> </ol>	3
B. Advanced Technology Skills <ol style="list-style-type: none"> <li>1. Compressing</li> <li>2. Converting</li> <li>3. Importing</li> <li>4. Backing Up Files</li> </ol>	2

5. Transforming Data Among Applications	
C. Functions of Various Operating Systems	2
D. Emerging Technologies and Forecast Innovations	
1. Use of Emerging Technology Resources Including Social Networking, and Other Electronic Communications	3
E. Digital Citizenship	
1. Consequences of Illegal and Unethical Use of Technology Systems and Digital Content	
2. Copyright Laws and Policies	
3. Creating and Maintaining a Positive Digital Footprint	
4. Critique Internet and Digital Information	
5. Sources of Digital Content Using a Style Manual	10
F. Utilize an Online Learning Management System	10
G. Minimizing Exposure to Identity Theft, Fraudulent Schemes, Unethical Sales Practices, and Exorbitant Service Fees	3
1. Online Safety Precautions	
<b>IV. Managing Finances and Budgeting</b>	
A. Create and Utilize a Plan for Earning, Spending, Saving, and Giving Using Spreadsheets, Online Resources, or Commercial Software	
1. Create a Budget, Net Worth Statement and Income Expense Statement	
2. Utilize Spreadsheet Features	
3. Types of Income Other Than Wages	
4. Evaluate Various Methods of Acquiring Major Purchased	15
B. Impact of Personal Preferences, Advertising, Marketing, Peer Pressures, and Family History on Consumer Choices and Decisions Making in the Marketplace	
1. Compare Goods and Services to Determine Best Value	
2. Different Payment Methods	9
<b>V. Saving and Investing</b>	
A. Differences in the Purpose of Saving and Objectives with Investing	
1. Principles of Compound Interest and Rule 72	
2. Buying and Selling Investments	
3. Different Retirement Options	8
<b>VI. Banking and Financial Institutions</b>	
A. Types of Financial Institutions	
1. Services Related to Costs Associated with Financial Institutions	3
B. Manage Checking and Savings Accounts, Balance Bank Statements, and Use Online Financial Services	4
<b>VII. Credit and Debt</b>	
A. Advantages and Disadvantages of Using Credit	
1. Credit Card Offerings and the Impact on Personal Finances	5
B. Why Credit Ratings and Credit Reports Are Important to Consumers	
1. Building and Maintaining a Good Credit Score	
2. Implications of Entering into Contracts and Binding Agreements	
3. Legal and Illegal Types of Credit	
4. Implications of Bankruptcy	8
<b>VIII. Risk Management and Insurance</b>	
A. Types of Insurance Associated with Different Risks	
a. Factors that Reduce Cost of Insurance	
b. Which Perils are Insurable	6
B. Develop a Plan for Financial Security in the Event of Disaster	3
<b>TOTAL HOURS</b>	<b>140</b>