



**Online Courses for High School Students  
1-888-972-6237**

## **CAREER PLANNING**

### **Course Outline**

#### **Unit - Creating Your Self-Portrait**

##### **I. Lesson 1 - Making a Sketch**

- A. Who Am I?

##### **II. Lesson 2 - Gaining Perspective**

- A. Clarify Your Values
- B. How Do Others See You?
- C. Values Survey
- D. Values Card Sort
- E. Values Summary

##### **III. Lesson 3 - Tools and Techniques**

- A. Interests
- B. Skills
- C. Occupations
- D. Self-Estimates
- E. Job Characteristics
- F. Pulling It All Together
- G. The Masterpiece
- Unit Project

#### **Unit - Investigating Career Interests**

##### **I. Lesson 1 - Knowing Yourself**

- A. Holland's Career Hexagon

- B. Career Selection

## **II. Lesson 2 - Discovering Occupational Information**

- A. Occupational Resource Books
- B. Computerized Career Information Systems

## **III. Lesson 3 - Investigating Careers**

- A. Developing Your Contact System
- B. The Information Interview
- C. Job Shadowing
- Unit Evaluation
- Unit Project

# **Unit - Goal Setting**

## **Lesson 1 - Setting Career Goals**

- A. What Are Goals?
- B. Why Set Goals?
- C. Setting Goals
- D. Tips for Writing Goals
- E. Self-Check

## **II. Lesson 2 - Self-Defeating Behavior**

- A. Identify Self-Defeating Behavior
- B. How Do SDB's Work?
- C. Choose a Self-Defeating Behavior to Change
- D. Monitor Your Self-Defeating Behavior
- E. Eliminate Self-Defeating Behavior
- F. Self-Check

## **III. Lesson 3 - Self-Esteem**

- A. High and Low Self-Esteem
- B. Your Self-Esteem
- C. How to Build Your Self-Esteem
- D. Self-Check
- Unit Evaluation
- Unit Project

# **Unit - Decision Making**

## **I. Lesson 1 - How Do I Make Decisions?**

- A. Personal Decision Making
- B. How Do Others Make Decisions?
- C. Career Success for Students with Learning Disabilities
- D. Self-Check

## **II. Lesson 2 - Basic Decision-Making Strategies**

- A. Advantages/Disadvantages Strategy
- B. Detailed Strategy
- C. Self-Check
- Unit Evaluation
- Unit Project

# **Unit - Finding and Keeping a Job**

## **I. Lesson 1 - Organizing Your Job Search**

- A. Set a Job Goal
- B. Organize Your Job-Search Office
- C. Develop a Job-Search Schedule
- D. Make a Commitment

## **II. Lesson 2 - Finding Job Leads**

- A. Use Job Ads
- B. Build a Network
- C. Make Cold Calls

## **III. Lesson 3 - Applying for Jobs**

- A. Collect Information and Documents
- B. Identify Resources
- C. Write a Standard Resume
- D. Use Electronic Resumes
- E. Develop a Cover Letter
- F. Fill Out Applications
- G. The Job Interview

## **IV. Lesson 4 - Keeping a Job**

- A. Employers Speak
- B. Interviews

- C. What Employers and Employees Think
- Unit Project

## **Unit - Transitions**

### **I. Lesson 1 - Post-Secondary Options**

- A. How Much Education Do I Need, If Any?
- B. On-the-Job Training Programs
- C. Apprenticeship Programs
- D. Vocational-Technical Programs
- E. Military Programs
- F. Two-Year College Programs
- G. Four-Year College Programs
- H. Self-Check

### **II. Lesson 2 - Going to College**

- A. College Search Criteria
- B. Research Tips
- C. Applying to College
- D. Writing the College Admission Essay
- E. Helpful Hints for a Campus Visit
- F. Evaluating Schools
- G. Self-Check

### **III. Lesson 3 - Financing Your Education**

- A. Financial Aid
- B. Types of Financial Aid
- C. Financial Aid Checklist
- D. Sources of Financial Aid
- E. Tips for Success
- F. Calculating College Costs
- Unit Evaluation
- Unit Project