

# Unit 1: Career Planning

Content Area: **Business**  
Course(s): **Comp, Intro to Bus, & Fin. Literacy, Financial Literacy, Business Essentials**  
Time Period: **2 weeks**  
Length: **2 Weeks**  
Status: **Published**

## Unit Overview

---

In this unit, students develop a career plan and prepare for getting a job in the 21st century global economy.

## Transfer

---

Students will be able to independently use their learning to...

- Discern between a career and a job
- Identify personal skills and attributes and prepare a personal inventory
- Identify and practice employability skills
- Prepare employment documents
- Explain the job application process

## Meaning

---

## Understandings

---

Students will understand...

- The difference between a career and a job and ways to research career options
- A personal inventory and list ways to prepare for a career
- Employability skills and informational sources for job opening
- How to prepare a resume and explain the job application process

## **Essential Questions**

---

Students will keep considering:

- What is the difference between a career and a job?
- What are the ways to research career options?
- What is a personal inventory?
- What are skills?
- What are attributes?
- What are the steps of career planning?
- What are employability skills?
- What are career documents, and how to prepare them?
- Where to get information on job openings?
- What is the job application process?

## **Application of Knowledge and Skill**

---

### **Students will know...**

---

Students will know...

- The difference between a career and a job and ways to find career options
- How to create a personal inventory and list ways to prepare for a career
- How to list employability skills and information sources for job opening

- How to prepare a resume and explain the job application process

## **Students will be skilled at...**

---

Students will be skilled at...

- Analyzing the difference between a career and a job
- Identifying ways to find career options
- Creating a personal inventory
- Identifying ways to prepare for a career
- How to create a personal inventory and list ways to prepare for a career
- How to list employability skills and information sources for job opening
- How to prepare a resume and explain the job application process

## **Academic Vocabulary**

---

career  
career planning  
aptitudes  
skills  
career counselor  
networking  
profession  
trade  
apprenticeship  
journeyworker  
internship  
shadowing  
career ladder  
entry-level job  
qualifications  
employability skills  
body language  
resume  
reference  
employment objective  
job lead  
referral  
employment agencies  
cover letter

## Learning Goal 1

---

Students will explain the difference between a career and a job, describe a personal inventory, name ways to find career options and identify ways to prepare for a career.

- Students will explain the difference between a career and a job, describe a personal inventory, name ways to find career options and identify ways to prepare for a career.

LA.L.9-10.2.B	Use a colon to introduce a list or quotation.
LA.L.9-10.2.C	Spell correctly.
CRP.K-12.CRP1	Act as a responsible and contributing citizen and employee.
CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP3	Attend to personal health and financial well-being.
CRP.K-12.CRP4	Communicate clearly and effectively and with reason.
CRP.K-12.CRP7	Employ valid and reliable research strategies.
CRP.K-12.CRP10	Plan education and career paths aligned to personal goals.
CRP.K-12.CRP11	Use technology to enhance productivity.
CRP.K-12.CRP12	Work productively in teams while using cultural global competence.
PFL.9.1.12.A.3	Analyze the relationship between various careers and personal earning goals.
PFL.9.1.12.A.4	Identify a career goal and develop a plan and timetable for achieving it, including educational/training requirements, costs, and possible debt.
CAEP.9.2.12.C.1	Review career goals and determine steps necessary for attainment.
CAEP.9.2.12.C.9	Analyze the correlation between personal and financial behavior and employability.
TECH.8.1.12.A.CS1	Understand and use technology systems.
TECH.8.1.12.A.CS2	Select and use applications effectively and productively.

## Target 1

---

Explain the difference between a career and a job.

- Explain the difference between a career and a job.

## Target 2

---

Describe a personal inventory.

- Describe a personal inventory.

### Target 3

---

Name ways to find out about career options.

- Name ways to find out about career options.

### Target 4

---

List the things you can do to prepare for a career.

- List the things you can do to prepare for a career.

### Learning Goal 2

---

List employability skills, prepare employment documents and identify the steps in the job application process.

- List employability skills, prepare employment documents and identify the steps in the job application process.

CRP.K-12.CRP1	Act as a responsible and contributing citizen and employee.
CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP3	Attend to personal health and financial well-being.
CRP.K-12.CRP4	Communicate clearly and effectively and with reason.
CRP.K-12.CRP7	Employ valid and reliable research strategies.
CRP.K-12.CRP10	Plan education and career paths aligned to personal goals.
CRP.K-12.CRP11	Use technology to enhance productivity.
CRP.K-12.CRP12	Work productively in teams while using cultural global competence.
PFL.9.1.12.A.3	Analyze the relationship between various careers and personal earning goals.
PFL.9.1.12.A.4	Identify a career goal and develop a plan and timetable for achieving it, including educational/training requirements, costs, and possible debt.
CAEP.9.2.12.C.1	Review career goals and determine steps necessary for attainment.
CAEP.9.2.12.C.9	Analyze the correlation between personal and financial behavior and employability.
TECH.8.1.12.A.CS1	Understand and use technology systems.
TECH.8.1.12.A.CS2	Select and use applications effectively and productively.

### Target 1

---

Name the employability skills.

- Name the employability skills.

## Target 2

---

Describe how to prepare employment documents:

- Resume
- Cover Letter
- Reference List

- Describe how to prepare employment documents:

## Target 3

---

List sources of information about job openings.

- List sources of information about job openings

## Target 4

---

Explain the job application process.

- Explain the job application process.

## Summative Assessment

---

- Applied Projects
  - Applied Quiz/Test
  - Optional Written Quiz/Test
- 
- - Applied Projects - Applied Quiz/Test - Optional Written Quiz/Test

## 21st Century Life and Careers

---

CRP.K-12.CRP1	Act as a responsible and contributing citizen and employee.
CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP3	Attend to personal health and financial well-being.
CRP.K-12.CRP4	Communicate clearly and effectively and with reason.
CRP.K-12.CRP7	Employ valid and reliable research strategies.

CRP.K-12.CRP10	Plan education and career paths aligned to personal goals.
CRP.K-12.CRP11	Use technology to enhance productivity.
CRP.K-12.CRP12	Work productively in teams while using cultural global competence.

## **Formative Assessment and Performance Opportunities**

---

Worksheets

PowerPoint Discussions

Homework and Classwork Activities

Group Activities

In Class Discussions

Do Nows and Closures

Class Polling

Observation

Peer Observation and Critique

Educational Games

Test/Quizzes

Oral Presentation

## **Accommodations/Modifications**

---

Differentiation:

Additional resources

NextGen Personal Finance: <https://www.ngpf.org/>

Accommodations/Modifications:

All instruction, labs, activities, and assessments will be modified and enhanced to individual students IEPs and 504s. Additionally, differentiated classroom management strategies will be utilized as to adhere to these student's individual plans.

Enrichment:

DECA international marketing enrichment activities are available. Role plays and tests are available in class and online at [www.deca.org](http://www.deca.org)

## **Unit Resources**

---

Teacher generated PowerPoints, notes, projects, and worksheets

Textbooks - Glencoe Introduction to Business

Internet resources including, but not limited to: NGPF and Google Classroom

Computer based activities

Document projector

Overhead projector

## **Interdisciplinary Connections**

---

LA.RST.11-12.9	Synthesize information from a range of sources (e.g., texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.
LA.WHST.11-12.9	Draw evidence from informational texts to support analysis, reflection, and research.
LA.L.9-10.2.B	Use a colon to introduce a list or quotation.
LA.L.9-10.2.C	Spell correctly.