

<p>Course Description:</p> <p>This course teaches students how to develop and achieve personal goals for future learning, work, and community involvement. Students will assess their interests, skills, and characteristics and investigate current economic and workplace trends, work opportunities, and ways to search for work. The course explores postsecondary learning and career options, prepares students for managing work and life transitions, and helps students focus on their goals through the development of a career plan.</p>	<p>Level: Open</p>
	<p>Credit Value: 1.0</p> <p>Pre-requisite: None</p> <p>Department: Social Science</p>
<p>Course Fees: N/A</p>	

<p>Textbooks & Resources:</p> <ul style="list-style-type: none"> • Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, 2010. • The Ontario Curriculum, Grades 9 and 10, Guidance and Career Education, 2006. •
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<p>Course Evaluation: Student Evaluation consists of three components...</p>	
<p>1) Learning Skills & Work Habits:</p>	
<p>Students are evaluated on 6 Learning Skills & Work Habits. They are:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Responsibility <li style="width: 50%;">• Collaboration <li style="width: 50%;">• Organization <li style="width: 50%;">• Initiative <li style="width: 50%;">• Independent Work <li style="width: 50%;">• Self-Regulation 	<p>These six attributes are evaluated on a scale of Excellent (E), Good (G), Satisfactory (S) & Needs Improvement (N) and reported on the report card. They are not included in the course mark, unless specified in the curriculum expectations.</p>
<p>2) Term Mark (Assessment of Learning):</p>	
<p>Student performance standards for knowledge and skills are described in the curriculum Achievement Chart. The curriculum is assessed in four categories:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Knowledge and Understanding 25% <li style="width: 50%;">• Thinking and Inquiry 25% <li style="width: 50%;">• Communication 25% <li style="width: 50%;">• Application 25% 	<p>Evaluation of these four categories generates the term mark. The term mark accounts for 70% of the final mark.</p> <p>It is the student's responsibility to submit evidence of learning.</p>
<p>3) Final Evaluation (Assessment of Learning):</p>	
<p>The final evaluation, administered at or towards the end of the course is based on the evidence shown to the right. The final evaluation accounts for 30% of the final mark.</p>	<p>Educational and Career Path Culminating Task 30%</p>
<p>Final Mark = 70% Term Mark + 30% Final Evaluation</p>	
<p>For a detailed description on Course Evaluation, see "How Did I Get That Mark!" at www.satec.on.ca</p>	

<p>Course Conduct Policies: See Student Agenda.</p>
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Please retain this page in the front of your notebook for future reference.



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Course Outline:

Unit	Description	Approximate Length	Major Unit Evaluation
Unit 1	Personal Management Students will use a variety of self assessment tools to develop self awareness in order to make effective career decisions. In creating a profile of themselves they will learn to articulate their values, personality traits, work styles, and skills.	2 weeks	Personal Profile Written Response
Unit 2	Exploration of Opportunities Students will learn about the different educational paths and plan their high school and post-secondary education. Students will investigate the changing workplace and job trends.	2 weeks	My Blueprint Course Planner Profile
Unit 3	Getting the Job Students will demonstrate an understanding of, and the ability to prepare for, the job-search process. Students will learn how to write resumes and cover letters. They will explore a variety of ways to identify job opportunities for employment now and in the future.	3 weeks	Resume, Cover letter
Culminating Task	My Educational and Career Path Students will select an occupation, vocation, or trade in a field of employment they may be interested in pursuing one day. They will gather and present research in a career fair.	Ongoing	Presentation

Note: The order of the units of study may change due to student needs and resources available during the course.

General Information: