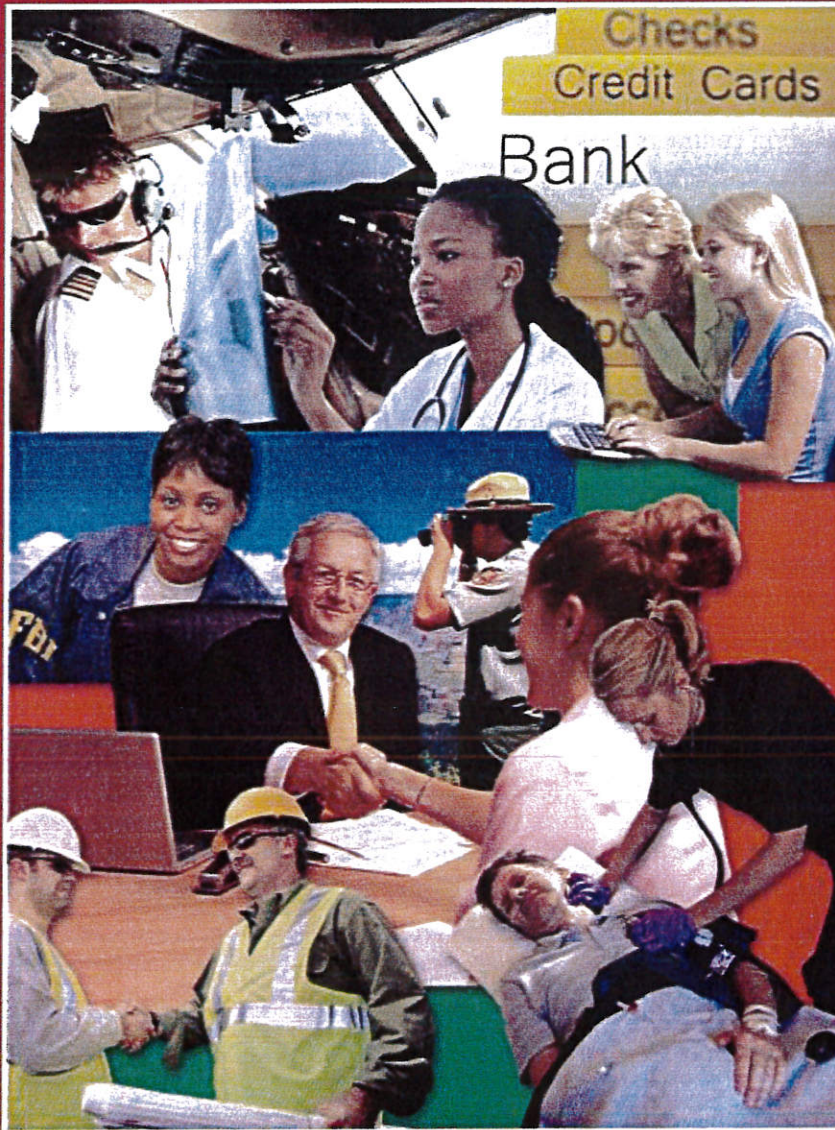


LEADERSHIP EDUCATION 300
LIFE SKILLS & CAREER OPPORTUNITIES



Second Edition

*Leadership Education 300:
Life Skills & Career Opportunities*

Published by Pearson Learning Solutions

Leadership Education 300: Life Skills and Career Opportunities

Life Skills and Career Opportunities, Second Edition provides an essential component of leadership education for today's high school students. This course is designed to prepare students for life after high school in the high-tech, globally oriented, and diverse workplace of the 21st century.

Students will learn how to become a more confident financial planner and to save, invest, and spend money wisely, as well as how to avoid the credit trap. They will learn about real-life issues such as understanding contracts, leases, warranties, legal notices, personal bills, practical and money-saving strategies for grocery shopping, apartment selection, and life with roommates. The Holland Interest Inventory and other self-assessments will help them to reveal their attitudes, aptitudes, and personal skills. This self-understanding will allow them to explore career paths and understand requirements that they will need to be successful at work and in life.

To help students increase their potential for success through education, they will learn how to select a school that is right for them; how to apply for admission to a vocational or technical school, community college, or college/university; and how to succeed in these learning environments. Information is provided on how to conduct the job search for students who wish to enter the workforce right after high school or after additional education and training. They will learn how to prepare a winning résumé, and how to develop effective interviewing skills. Students will become more skilled at using the Internet for career research and learn how to network safely using social media. The text also provides information on working for the federal government to include careers in the military, aerospace industry, and public service. Finally, students will consider the most important elements of life skills for all Americans: civic responsibilities, such as volunteering, registering to vote, jury duty, and draft registration.

Course Outcomes:

1. Analyze the elements of successful financial management skills.
2. Create a plan to safeguard personal resources.
3. Analyze the different ways of pursuing a career path.
4. Analyze the requirements for applying to a college or university.
5. Analyze positive and negative impact of college life in meeting career goals.
6. Evaluate the essential process for successfully pursuing desired career or job.
7. Evaluate the benefits of working for the Federal Government.
8. Create a plan for successful career development.

Leadership Education 300: Life Skills and Career Opportunities

Course Chapters	Recommended Hours
Chapter 1 Charting Your Financial Course	5
Chapter 2 Managing Your Resources	5
Chapter 3 Career Opportunities	5
Chapter 4 Aiming Towards a College Degree	5
Chapter 5 Charting Your Course	5
Chapter 6 Applying for Jobs	5
Chapter 7 Working for the Federal Government	5
Chapter 8 Developing Your Career Skills	5

Chapter 1 – Charting your Financial Course

Lesson 1 – Creating a Budget

Learning Outcome: Create a personal budget and financial plan

Learning Objectives:

1. Describe the components of a personal financial plan
2. Identify steps for creating and developing a personal financial plan
3. Explain the elements of a budget

Lesson 2 – Savings and Bank Accounts

Learning Outcome: Analyze services when choosing a bank

Learning Objectives:

1. Describe the types of services provided by the bank
2. Compare and understand services when choosing a bank
3. Demonstrate how to conduct bank transactions
4. Analyze steps for safe electronic banking

Lesson 3 – Real-Life Issues in Buying and Selling

Learning Outcome: Evaluate the buying and selling issues that occur in real life

Learning Objectives:

1. Explain types of shopping issues daily life
2. Summarize renting or leasing an apartment
3. Generate a plan for buying or leasing a car

Chapter in Brief:

“Chapter 1: Charting Your Financial Course” explains important concepts in building financial stability and wealth. Students will learn how to make a plan for earning money, saving it, and spending it. A personal financial plan can be the difference between the ability to do the things each of them wants and the feeling that they’ll never reach their financial goals in life. This chapter will provide them with an overall picture of how to create a budget before the text moves on to examine the specifics of savings, bank accounts, and the real-life issues students will face when buying and selling.

Chapter 2 – Managing Your Resources

Lesson 1: Avoiding the Credit Trap

Learning Outcome: Construct a plan for building your credit history

Learning Objectives:

1. Describe what is credit and important credit terms
2. Explain the positive and negative aspects of using credit
3. Examine sources of credit
4. Calculate how credit works
5. Describe how to use credit responsibly
6. Differentiate between credit and credit card options
7. Examine how to avoid credit card fraud
8. Analyze the consequences of deficit spending

Lesson 2: Insurance for Protecting Your Resources

Learning Outcome: Evaluate the advantages of having property protected

Learning Objectives:

1. Recall what insurance is and why it is necessary
2. Analyze the major types of insurance available to you
3. Create a plan to protect your personal and financial information

Chapter in Brief

“Chapter 2: Managing Your Resources” describes the types of credit and discusses positive and negative aspects of using credit, along with monitoring credit to build a positive credit history. By evaluating the types of insurance options available to protect resources, students will learn the importance of insurance and tips for protecting their personal and financial information.

Chapter 3 – Career Opportunities

Lesson 1: Researching Careers

Learning Outcome: Create a career path strategy to assist in making career decisions

Learning Objectives:

1. Recall the importance of selecting and charting a career path
2. Compare having a career versus getting a job
3. Analyze a process to plan for career options
4. Evaluate factors to consider when planning a career path and career planning information sources

Lesson 2: Self-Discovery

Learning Outcome: Evaluate the types of career paths as related to Interests / Aptitude / Attitude

Learning Objectives:

1. Utilize personal inventories to understand yourself and career direction
2. Identify your aptitudes and interests
3. Identify your preferred learning styles
4. Analyze personal preferences associated with various work environments and fields of Interest
5. Evaluate career paths that link to your personal aptitudes

Lesson 3: Career Paths

Learning Outcome: Analyze the requirements needed to pursue the career that best fits personal skills and skills and interests

Learning Objectives:

1. Recall the advantages of a technically-oriented career path
2. Explain the types of job classifications associated with technically-oriented career paths
3. Analyze the earning potential of various technically-oriented career paths
4. Analyze different ways of pursuing a technically-oriented career path
5. Recall the advantages of pursuing post-secondary degrees
6. Explain the types of careers associated with educational tracks
7. Investigate the earning potential of various education-oriented career path
8. Analyze different ways of pursuing an education-oriented career path

Chapter in Brief:

“Chapter 3: Career Opportunities” examines career opportunities students may pursue. It is designed to provide them with an overview of the high-tech, globally oriented, and diverse 21st-century workplace. The chapter discusses the importance of charting a career path, comparing career options, and evaluating key factors when choosing a career path. They will explore who they are by examining their own interests, values, attitudes, and abilities. Student self-discovery will help them choose careers based on each of them as a unique individual, and help them consider which work environments are best suited for their personal preferences. Finally, they will analyze different career paths available to them immediately after high school graduation or post-secondary vocational training or college education. By linking technical and educational career paths in this chapter, the intent is to communicate that both choices are worthwhile options.

Chapter 4 – Aiming Towards a College Degree

Lesson 1: Financing for College

Learning Outcome: Create a personal plan for financing college

Learning Objectives:

1. Identify the financial costs of college
2. Describe sources for college funding
3. Create a plan to finance a college education

Lesson 2: Selecting a College

Learning Outcome: Evaluate the criteria for selecting a college based on your personal goals

Learning Objectives:

1. Describe the process for choosing a college
2. Summarize the criteria for selecting a college
3. Compare alternative programs for earning college credit
4. Evaluate the college application process
5. Identify colleges that will best meet your needs

Lesson 3: Navigating the Testing Maze

Learning Outcome: Create test-taking strategies to promote success on college placement exams

Learning Objectives:

1. Describe college entrance examinations
2. Compare college placement exams
3. Identify methods for conquering test anxiety
4. Evaluate strategies for test-taking
5. Outline procedures for taking standardized tests

Lesson 4: Essays, Interviews, and Campus Visits

Learning Outcome: Create a college application essay

Learning Objectives:

1. Explore the personal side of the college application process
2. Examine how to write a college application essay
3. Describe how to have a successful interview
4. Summarize the importance of campus visits

Chapter in Brief:

“Chapter 4: Aiming Towards a College Degree” focuses on selecting and applying for college. Students will examine the financial costs of attending college, explore sources of funding, and learn about the criteria, or standards, all students should consider when choosing a college. This chapter also covers college entrance exams and college placement tests; how to write an application essay; how to prepare for an admissions interview; and what to look for during a campus visit.

Chapter 5 – Charting Your Course

Lesson 1: Adjusting to College Life

Learning Outcome: Evaluate the importance of personal accountability

Learning Objectives:

1. Discuss aspects of campus life
2. Summarize what is expected of you as a student
3. Organize recommendations on how to make healthy lifestyle choices
4. Evaluate the importance of personal accountability

Lesson 2: Choosing a Major

Learning Outcome: Analyze careers associated with possible majors

Learning Objectives:

1. Identify majors that match your personal interests
2. Understand basic areas of college study
3. Evaluate careers associated with possible majors
4. Create a six-step process for selecting a college major

Lesson 3: Planning Your Schedule

Learning Outcome: Create a plan for managing your college schedule

Learning Objectives:

1. Recall the importance of time management
2. Describe procrastination and identify methods to beat it
3. Evaluate methods to manage your college schedule

Chapter in Brief:

“Chapter 5: Charting Your Course” examines aspects of preparing to attend college and charting the student’s course of study. They will explore aspects of campus life, including resources, organizations, and policies. They will also cover ways to ensure success in the college environment, including how to make healthy choices. Students will take the information they learned about themselves from Chapter 3 and examine the decision process for choosing a college major. This chapter will also explain the importance of effective time management and explains how they can avoid procrastination.

Chapter 6 – Applying for Jobs

Lesson 1: The Job Search Process

Learning Outcome: Evaluate multiple sources for finding job openings

Learning Objectives:

1. Describe potential jobs that meet personal preferences
2. Organize ideas for selling your skills to an employer
3. Evaluate multiple sources for finding job openings

Lesson 2: Pursuing a Career

Learning Outcome: Create a personal resume and cover letter specific to a job opening

Learning Objectives:

1. Describe the purpose of a résumé
2. Classify the different types of résumés
3. Identify tips for writing a great résumé
4. Create a personal résumé
5. Create a cover letter specific to a job opening
6. Create a portfolio to be used during a job search

Lesson 3: Building Interviewing Skills

Learning Outcome: Evaluate how employers interview prospective employees

Learning Objectives:

1. Describe the interview process
2. Explain the do's and don'ts of interviews
3. Identify different types of interviews
4. Outline basic interview questions
5. Evaluate how employers evaluate interviewees

Chapter in Brief:

“Chapter 6: Applying for Jobs” evaluates the process of successfully pursuing a desired career. By examining what employers are looking for, the students—the career seekers, will be employing the most effective tool needed to sell their skills. They will learn how to organize the job search. They will also consider different résumé types, and be able to prepare a persuasive cover letter and résumé. Students will learn about different types of interviews, how an interview is conducted, and effective tips for interview preparation.

Chapter 7 – Working for the Federal Government

Lesson 1: Military Careers

Learning Outcome: Analyze military service as a career Learning

Objectives:

1. Describe the branches of the US military
2. Analyze the reasons for choosing a military career
3. Analyze entering the military as an enlisted member
4. Compare the educational opportunities for enlisted military members by service
5. Describe serving the military as a warrant officer
6. Create a plan for entering the military as a member of the Officer Corps

Lesson 2: Careers in Aerospace

Learning Outcome: Differentiate between different careers in the aerospace industry Learning

Objectives:

1. Recall careers in aerospace
2. Describe major organizations in the aerospace sector
3. Compare educational requirements for aerospace careers
4. Analyze career options in the aerospace industry

Lesson 3: Careers in Public Service

Learning Outcome: Evaluate careers in public service

Learning Objectives:

1. Identify types of public service careers
2. Evaluate careers available in the public service sector
3. Analyze options for criminal justice careers
4. Analyze careers in fire science and technology
5. Recall careers in homeland security

Chapter in Brief:

“Chapter 7: Working for the Federal Government” evaluates the benefits of working for the federal government. This chapter provides the requirements needed to enlist in the military or to enter as a member of the officer corps. The text also compares educational opportunities for enlisted members from each military service, making military service a career option, and describes how military training is useful when seeking a civilian career. Educational requirements are examined for careers in aerospace and explore specific career examples in aerospace. Finally, this chapter will provide information for selection and training in careers in criminal justice, fire science, and homeland security.

Chapter 8 – Developing Your Career Skills

Lesson 1: Planning Your Professional Development

Learning Outcome: Analyze personal values that contribute to professional success

Learning Objectives:

1. Summarize the process of planning for professional development
2. Create a career portfolio
3. Identify organizational and personal values that contribute to success

Lesson 2: Learning to Work With Others

Learning Outcome: Evaluate barriers to effective collaboration and teamwork

Learning Objectives:

1. Understand the communication process
2. Recall verbal and non-verbal communication
3. Describe barriers to effective communication
4. Evaluate communications within organizations
5. Demonstrate collaboration and teamwork

Lesson 3: Seeking Feedback and Promotions

Learning Outcome: Generate a career-path strategy

Learning Objectives:

1. Analyze feedback in the workplace
2. Describe strategies for earning a promotion
3. Develop a career-path strategy

Lesson 4: Your Civic Responsibilities

Learning Outcome: Evaluate the positive aspects of civic responsibility

Learning Objectives:

1. Recall the importance of civic responsibility
2. Explain the process to register to vote
3. Summarize the selection process for jury duty
4. Recommend ways to become involved in the community

Chapter in Brief

“Chapter 8: Developing Your Career Skills” will help students create a plan for successful career development. Students will summarize the process of successfully planning for professional development in the workplace. They will learn to create a professional portfolio, organize personal and organizational values, and maintain effective verbal and nonverbal communication. They will also learn how to seek and receive constructive feedback and identify successful tips for earning a promotion. Finally, the text will cover civic responsibilities. It will review the Selective Draft system, why it is important to vote, work as a volunteer, and be a productive member in the community.