

**Pacing Guide for Career Discovery**  
**Mrs. Alyse Clark**  
**2007-2008**

<b>Week No.</b>	<b>Objectives</b>
1. August 8-10	<ol style="list-style-type: none"><li>1. Identify school policies, program policies, and procedures related to Career Discovery</li><li>2. Describe the purpose and goals of Career Discovery</li><li>3. Identify their career dreams</li><li>4. Discover what interests them</li><li>5. Learn the link between their interests and different careers</li><li>6. Identify the values that are important to them</li><li>7. Learn that their values play a role in making career choices</li><li>8. Summarize information about educational degrees and apprenticeships to include types of degrees and apprenticeable trades and advantages/disadvantages of each</li></ol>
2. August 13-17	<ol style="list-style-type: none"><li>1. Identify their skills and aptitudes</li><li>2. Differentiate skills and aptitudes</li><li>3. Describe where their skills and aptitudes may lead them</li><li>4. Identify their personality types</li><li>5. Identify their learning style</li><li>6. Learn how personalities and learning styles affect career choices</li><li>7. Analyze why work is important as related to work ethic</li><li>8. Describe the relationship between a job and a career in terms of a person's life</li><li>9. Explain how the world of work changes as result of technology or other factors</li><li>10. Identify the U.S. Department of Education sixteen career clusters</li><li>11. Identify government influences in our lives</li><li>12. Identify effects of weather on our economy</li></ol>
3. August 20-24	<ol style="list-style-type: none"><li>1. Identify personality traits that are needed for different careers</li><li>2. Explain why people work and how work affects people's lives</li><li>3. Explain how technology is changing how people work.</li><li>4. Explain how global economy affects jobs.</li><li>5. Categorize jobs</li><li>6. Identify qualities that show positive attitudes</li><li>7. Identify jobs that call for knowledge or experience with technology</li><li>8. Identify definitions related to work</li></ol>
4. August 27-31	<ol style="list-style-type: none"><li>1. Identify forces that shape personality</li><li>2. Identify which of their traits are related to work</li><li>3. Identify things they can and cannot control in the work world</li><li>4. Discover jobs they can hold while in school to help achieve their career goals</li><li>5. Explain difference between self-concept and self-esteem</li></ol>

6. Explain how self-concept influences a person's relationship with others
7. Identify behavior as result of actions
8. Identify consequences and the impact of behaviors.
9. Identify how actions and consequences have influenced their life

5. September 4-7
  1. Explain how self-esteem influences and enhances behaviors
  2. Explain ways to improve self-esteem
  3. Identify values important to work
  4. Identify five basic aptitudes
  5. Explain how values and goals relate to career choices
  6. Identify some of their skills, which are related to work
  7. Explain how interests, aptitudes, and skills are related to particular occupations
  8. Identify jobs that don't require technological skills
  9. Identify jobs in Mississippi with foreign companies
  10. Identify possible seasonal effects on the workforce in our area
6. September 10-14
  1. Describe positive character traits and how they relate to work
  2. Explain how a person's character is revealed by behavior
  3. Explain how interests, aptitudes, values, and goals lead to career choices
  4. Identify and explain methods of effective communication
  5. Demonstrate and apply effective communication skills
  6. Discuss the decision making process.
  7. Identify five steps to decision making
  8. Demonstrate effective decision making skills
  9. Identify situations that needed five step decision making skills
7. September 17-21
  1. Identify short term and long term goals
  2. Identify and discuss steps to conflict resolution
  3. Apply conflict resolution skills
  4. Identify and discuss effective coping skills
  5. Rank stressful events in their life
  6. Rate stress levels
8. September 24-28
  1. Identify tools, instruments, and equipment used to explore the world of work
  2. Identify written materials, community and other resources to explore the world of work
  3. Identify current terminology associated with computers
  4. Identify and describe the use and function of basic computer components
  5. Identify safety precautions when using computers and printers.
  6. Identify basic steps to setting up a computer and printer.
  7. Explain Windows terminology and basic operations of a computer
  8. Demonstrate creating, saving, and deleting a file.
9. October 1-5
  1. Identify their work values

2. Apply knowledge of computer components.
3. Demonstrate knowledge of Windows terms.
4. Create and print a document.
5. Evaluate clerical and numerical aptitudes

10. October 8-12

1. Review for Nine Weeks Test
2. Nine Weeks Test
3. Catch up/Make up work

11. October 16-19

1. Demonstrate ability to follow directions and use software for career interests
2. Demonstrate ability to use written materials to research careers
3. Describe qualities of an effective leader including positive attitude, image, decision-making, communication skills, and knowledge.
4. Identify opportunities in our local community that develop leadership skills.
5. Practice leadership skills.

12. October 22-26

1. Practice leadership skills.
2. Demonstrate an appreciation for diversity.
3. Apply the components of good teamwork including team dynamics, stages of team growth, and working through team problems
4. Describe characteristics of careers in the Agriculture and Natural Resources cluster.
5. Identify careers in the Agriculture and Natural Resources cluster.
6. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.

13. October 29-  
November 2

1. Identify technologies related to the job.
2. Practice skills related to the job.
3. Compare personal interests to the characteristics of the job.
4. Describe characteristics of careers in the Architecture and Construction cluster
5. Identify careers in the Architecture and Construction cluster.
6. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.

14. November 5-9

1. Identify technologies related to the job.
2. Practice skills related to the job.
3. Compare personal interests to the characteristics of the job.
4. Compare personal interests to the characteristics of Architecture and Construction jobs
5. Describe characteristics of careers in the Arts, A/V Technology, and Communications cluster.
6. Identify careers in the Arts, A/V Technology, and Communications.

15. November 12-16
1. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  2. Compare personal interests to the characteristics of the job.
  3. Describe characteristics of careers in Business and Administration.
  4. Identify careers in the Business and Administration cluster.
  5. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
16. November 19-23
1. Out for Thanksgiving
17. November 26-30
1. Identify technologies related to the job.
  2. Practice skills related to the job.
  3. Compare personal interests to the characteristics of the job.
  4. Make presentations of project for Architecture and Construction.
18. December 3-7
1. Describe characteristics of careers in the Education and Training cluster.
  2. Identify careers in the Education and Training cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Identify technologies related to the job.
  5. Practice skills related to the job.
  6. Compare personal interests to the characteristics of the job.
19. December 10-14
1. Review for Nine Weeks Test
  2. Make up/Catch up Work
20. December 17-21
1. Review for Nine Weeks Test
  2. Nine Weeks Test
- December 24-28
- Out for Christmas break
- December 31-January 4
- Out for Christmas break
21. January 7-11
1. Describe characteristics of careers in Finance.
  2. Identify careers in the Finance cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Identify technologies related to the job.
  5. Practice skills related to the job
  6. Compare personal interests to the characteristics of the job.

22. January 14-18
1. Describe characteristics of careers in the Government and Public Administration cluster.
  2. Identify careers in the Government and Public Administration cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Practice skills related to the job.
  5. Compare personal interests to the characteristics of the job.
23. January 22-25
1. Describe careers in the Health Science cluster.
  2. Identify careers in the Health Science cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Identify technologies related to the job.
  5. Practice skills related to the job.
  6. Compare personal interests to characteristics of the job.
24. January 28-  
February 1-
1. Describe characteristics of careers in the Hospitality and Tourism cluster
  2. Identify careers in the Hospitality and Tourism cluster
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Identify technologies related to the job.
  5. Practice skills related to the job.
  6. Compare personal interests to characteristics of the job.
25. February 4-8
1. Describe characteristics of careers in the Human Services cluster.
  2. Identify careers in the Human Services cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Identify technologies related to the job.
  5. Practice skills related to the job.
  6. Compare personal interests to the characteristics of the job.
26. February 11-15
1. Describe characteristics of careers in the Information Technology cluster.
  2. Identify careers in the Information Technology cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
27. February 19-22
1. Identify technologies related to the job (Information Technology cluster)
  2. Practice skills related to the job.
  3. Compare personal interests to the characteristics of the job.
28. February 25-29
1. Review for Nine Weeks Test

- 2. Nine Weeks Test
- 3. Catch up/Make up work
- 29. March 3-7
  1. Describe characteristics of careers in the Law and Public Safety cluster
  2. Identify careers in the Law and Public Safety cluster.
- March 10-14
  1. Out for Spring Break
- 30. March 25-28
  1. Identify typical tasks, working conditions, education and training, job outlook, wages and similar jobs in the Law and Public Safety cluster.
  2. Identify technologies related to the job.
  3. Practice skills related to the job.
  4. Compare personal interests to the characteristics of the job.
- 31. March 31-April 4
  1. Describe the characteristics of careers in the Manufacturing cluster.
  2. Identify careers in the Manufacturing cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Practice skills related to the job.
  5. Compare personal interests to the characteristics of the job.
- 32. April 7-11
  1. Describe characteristics of careers in the Retail/Wholesale Sales and Service cluster.
  2. Identify careers in the Retail/Wholesale Sales and Service cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Identify technologies related to the job.
  5. Practice skills related to the job.
  6. Compare personal interests to characteristics of the job.
- 33. April 14-18
  1. Describe characteristics of careers in the Scientific Research/Engineering cluster.
  2. Identify careers in the Scientific Research/Engineering cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Identify technologies related to the job.
  5. Practice skills related to the job.
  6. Compare personal interests to characteristics of the job.
- 34. April 21-25
  1. Describe characteristics of careers in the Transportation, Distribution, and Logistics cluster.
  2. Identify careers in the Transportation, Distribution, and Logistics cluster.
  3. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.
  4. Identify technologies related to the job.
  5. Practice skills related to the job.
  6. Compare personal interests to characteristics of the job.

35. April 28-May 2
1. Re-evaluate personal interests and aptitudes as related to career choices.
  2. Research a specific career using the internet, community resources, career professionals, and computer software.
  3. Develop a written career report.
36. May 5-9
1. Develop a resume.
  2. Complete a job application.
  3. Practice job interviewing skills.
  4. Give a visual oral presentation on a career.
37. May 12-16
1. Give a visual oral presentation on a career.
  2. Practice job interviewing skills.
  3. Review for Nine Weeks Test
38. May 19-23
1. Review for Nine Weeks Test
  2. Nine Weeks Test
  3. Catch up/Make up work