

# TABLE OF CONTENTS

## UNIT 1 – THE BASICS OF CAREERS I

IMPORTANT WORDS TO KNOW.....	1
<b>CHAPTER 1 THE BASICS OF CAREERS</b>	
YOUR LIFE .....	2
JOB OR CAREER .....	3
EMPLOYMENT .....	4
CAREER WITH A PURPOSE.....	5
PURPOSE .....	6
<b>CHAPTER 2 INTERESTS AND TALENTS</b>	
INTERESTS AND TALENTS.....	7
COMFORTABLE.....	8
ENVIRONMENT .....	9
LIKES AND SKILLS.....	10
WHAT ARE YOU GOOD AT?.....	11
<b>CHAPTER 3 HARD AND SOFT SKILLS</b>	
HARD AND SOFT SKILLS.....	12
PERSONALITY TRAITS.....	13
HARD SKILLS.....	14
SOFT SKILLS .....	15
HARD AND SOFT SKILLS ARE IMPORTANT.....	16
<b>CHAPTER 4 VALUES</b>	
MAKING DREAMS COME TRUE.....	17
WHERE OUR VALUES COME FROM.....	18
VALUES.....	19
YOUR VALUES .....	20
KNOW YOUR VALUES .....	21

## **CHAPTER 5 KNOWLEDGE AND SKILLS**

KNOWLEDGE AND SKILLS.....	22
EMPLOYABILITY AND COMMUNICATION.....	23
IT, LEADERSHIP, TEAMWORK, LAWS, AND ETHICS.....	24
THINKING / HEALTH AND SAFETY.....	25
SYSTEMS AND TECH SKILLS.....	26

## **CHAPTER 6 CAREER FIELDS, GROUPS, AND PATHWAYS**

CAREER FIELDS.....	27
CAREER GROUPS.....	28
GROUPS.....	29
CAREER GROUPS CHART.....	30
PATHWAYS.....	31

## **UNIT 2 – EXPLORING CAREER FIELDS**

IMPORTANT WORDS TO KNOW.....	32
------------------------------	----

## **CHAPTER 7 ENVIRONMENTAL AND AGRICULTURE SYSTEMS**

EXPLORING CAREERS.....	33
AG PATHWAYS / SYSTEMS.....	34
SEVEN PATHWAYS.....	35
PATHWAYS / SYSTEMS.....	36
WAGES AND MORE.....	37

## **CHAPTER 8 COMMUNICATION AND INFORMATION SYSTEMS**

COMMUNICATION AND INFORMATION.....	38
ARTS, A/V, AND COMMUNICATIONS.....	39
INFORMATION TECHNOLOGY.....	40
INFORMATION TECH.....	41
IT SUCCESS.....	42

## **CHAPTER 9 INDUSTRIAL, MANUFACTURING, AND ENGINEERING SYSTEMS**

INDUSTRIAL, MANUFACTURING, AND ENGINEERING.....	43
MAKING THINGS.....	44

INDUSTRY AND ENGINEERING.....	45
STEM .....	46
SUPPLY CHAIN.....	47

## **CHAPTER 10 HEALTH SCIENCES**

HEALTH SCIENCES .....	48
HEALTH SCIENCE.....	49
HEALTH SCIENCE JOBS .....	50
MEDICAL ASSISTANT PROFILE.....	51
CHARACTER.....	52

## **CHAPTER 11 HUMAN SERVICES**

HUMAN SERVICES.....	53
HUMAN SERVICES GROUP .....	54
EDUCATION AND TRAINING .....	55
LAW, PUBLIC SAFETY, AND SECURITY .....	56
GOVERNMENT ADMINISTRATION .....	57

## **CHAPTER 12 BUSINESS, MARKETING, AND MANAGEMENT**

BUSINESS.....	58
MARKETING, SALES, AND SERVICES .....	59
BUSINESS MANAGEMENT .....	60
HOSPITALITY AND TOURISM .....	61
FINANCE .....	62

## **UNIT 3 – JOB BASICS**

IMPORTANT WORDS TO KNOW.....	63
------------------------------	----

## **CHAPTER 13 JOB READINESS**

JOB READINESS AND CORE SKILLS .....	64
FINDING INTERESTS.....	65
TRAINING AND COLLEGE .....	66
VOCATIONAL ASSESSMENT .....	67
JUMPSTART YOUR CAREER.....	68

## **CHAPTER 14 SEARCHING FOR A JOB**

JOB SEARCH.....	69
LABOR MARKET.....	70
WAYS TO LOOK FOR A JOB .....	71
NETWORKING .....	72
NETWORK LOG.....	73

## **CHAPTER 15 APPLYING FOR A JOB**

JOB ADS.....	74
ONLINE APPLICATION.....	75
PREP FOR THE INTERVIEW .....	76
JOB APPLICATION .....	77
MISTAKES.....	78

## **CHAPTER 16 RÉSUMÉ**

RÉSUMÉ.....	79
EXPERIENCE.....	80
FORMAT.....	81
COVER LETTER .....	82
EMAIL COVER LETTER.....	83

## **CHAPTER 17 INTERVIEWING FOR A JOB**

FIND OUT ABOUT THE JOB .....	84
INTERVIEW QUESTIONS.....	85
PRACTICE ANSWERS.....	86
ELEVATOR PITCH.....	87
TELL ME ABOUT YOURSELF .....	88

## **CHAPTER 18 NEW JOB INFORMATION**

AFTER THE INTERVIEW.....	89
NEW JOB WORRIES .....	90
ABOUT THE WORKPLACE .....	91

ABOUT YOUR PAY .....	92
PAYCHECK .....	93

## UNIT 4 – KEEPING YOUR JOB

IMPORTANT WORDS TO KNOW .....	94
<b>CHAPTER 19 KEEPING YOUR JOB INFORMATION</b>	
KEEP YOUR JOB .....	95
JOB RULES .....	96
MORE JOB RULES .....	97
WORKING WITH OTHERS .....	98
TRUST BANK .....	99
 <b>CHAPTER 20 WORKPLACE RIGHTS</b>	
FAIRNESS AT WORK .....	100
SEXUAL HARASSMENT .....	101
PRIVACY .....	102
DRUG TESTING .....	103
RIGHTS? .....	104
 <b>CHAPTER 21 JOB REVIEW</b>	
REVIEW .....	105
REVIEW FORM .....	106
PERFORMANCE EVALUATION .....	107
PRE-REVIEW LIST .....	108
DEALING WITH A LOW RATING .....	109
 <b>CHAPTER 22 GETTING AHEAD IN YOUR CAREER</b>	
MOVING UP IN YOUR CAREER .....	110
CLIMB THE CAREER LADDER .....	111
TRACK YOUR WORK .....	112
GET AHEAD .....	113
COWORKERS .....	114

## **CHAPTER 23 LIFE CHANGES AND JOB SECURITY**

LIFE CHANGES.....	115
JOB SECURITY.....	116
JOB LOSS .....	117
LAYOFF .....	118
HUMAN NEEDS .....	119

## **CHAPTER 24 BEING SELF-EMPLOYED**

ENTREPRENEUR .....	120
SELF-EMPLOYED BUSINESSES.....	121
CHARACTERISTICS .....	122
SAYINGS.....	123
RAGS TO RICHES .....	124

## **UNIT 5 – INDIVIDUAL GRADUATION PLAN**

IMPORTANT WORDS TO KNOW.....	125
------------------------------	-----

## **CHAPTER 25 GRADUATION AND POSTGRADUATION OPTIONS**

GRADUATION PLAN.....	126
DIPLOMA.....	127
CHOICES.....	128
AFTER HIGH SCHOOL.....	129
CLASSES .....	130

## **CHAPTER 26 HIGH SCHOOL COURSE REQUIREMENTS**

KEY TERMS.....	131
CREDITS .....	132
GRAD REQUIREMENTS.....	133
CAREER DIPLOMA.....	134
CLASSES THAT PREPARE.....	135

## **CHAPTER 27 DIPLOMAS**

ACADEMIC AND VOCATIONAL .....	136
KINDS OF DIPLOMAS .....	137
DIPLOMA MILLS .....	138

VOCATIONAL CLASSES .....	139
DIPLOMA OR CERTIFICATE.....	140
<b>CHAPTER 28 LEARNING STYLES</b>	
LEARNING STYLES.....	141
SIX LEARNING STYLES .....	142
FIND YOUR LEARNING STYLES.....	143
STRATEGIES .....	144
EACH LEARNING STYLE .....	145
<b>CHAPTER 29 ACCOMMODATIONS</b>	
HELPING YOURSELF.....	146
MORE HELP .....	147
HELP IN COLLEGE .....	148
ANXIETY.....	149
EMOTIONS.....	150
<b>CHAPTER 30 KEYS FOR SUCCESS</b>	
SELF-AWARENESS.....	151
SOCIAL AWARENESS.....	152
RELATIONSHIP SKILLS .....	153
SELF-MANAGEMENT.....	154
RESPONSIBLE DECISION-MAKING.....	155
<b>UNIT 6 – LIVING ON YOUR OWN</b>	
IMPORTANT WORDS TO KNOW.....	156
<b>CHAPTER 31 BANK ACCOUNTS</b>	
BEFORE LIVING ON YOUR OWN.....	157
BANK ACCOUNT BASICS .....	158
OPEN A BANK ACCOUNT.....	159
VISIT YOUR BANK.....	160
DEPOSITS AND WITHDRAWALS .....	161

## **CHAPTER 32 TRACKING YOUR MONEY**

BALANCING .....	162
HOW TO BALANCE .....	163
TRACKING MONEY .....	164
TRACKING AND PLANNING .....	165
GOOD CREDIT .....	166

## **CHAPTER 33 MANAGE YOUR MONEY**

MONEY HABITS .....	167
BUDGET .....	168
GOOD MONEY HABITS .....	169
MAKE A BUDGET .....	170
BUDGET MISTAKES .....	171

## **CHAPTER 34 WHERE TO LIVE**

WHERE TO LIVE .....	172
GETTING AN APARTMENT .....	173
LOCATION .....	174
APARTMENT LIVING .....	175
RENTAL AGREEMENT .....	176

## **CHAPTER 35 CAREER PORTFOLIO**

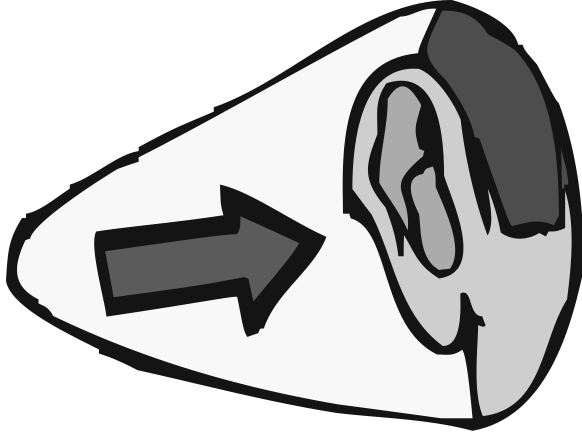
CAREER PORTFOLIO .....	177
LETTER OF INTRODUCTION .....	178
RÉSUMÉ INFO .....	179
RÉSUMÉ RULES .....	180
LETTERS OF RECOMMENDATION .....	181

## **CHAPTER 36 MAKING YOUR FUTURE**

COMMUNITY .....	182
SOCIAL LIFE .....	183
LIFE ROAD MAP .....	184
YOUR LIFE ROAD MAP .....	185
DREAM .....	186

<b>IMPORTANT WORDS AND MEANINGS .....</b>	<b>187</b>
---	------------





**READ THESE WORDS  
ALoud THREE TIMES  
WITH YOUR TEACHER!**

**Chapter 1**

1. accountant
2. career
3. challenge
4. field
5. occupation
6. popular
7. profession
8. reputation
9. support
10. trade

**Chapter 2**

1. employer
2. environment
3. pediatric
4. skill
5. talent

**Chapter 3**

1. accounting
2. automotive
3. communication
4. confident
5. construction
6. energetic
7. flexibility
8. manufacturing
9. mechanical
10. motivation
11. patient
12. plumbing
13. word processing
14. work ethic

**Chapter 4**

1. accomplishment
2. achievement
3. ambition
4. appreciation
5. citizenship
6. collaboration
7. compassion
8. courtesy
9. industrious
10. law-abiding
11. moderation
12. morals
13. self-control
14. self-discipline

**Chapter 5**

1. employability
2. ethics
3. Occupational Safety and Health  
Administration
4. policy
5. volunteer

**Chapter 6**

1. agricultural
2. architecture
3. electrician
4. engineering
5. finance
6. journalist
7. logistics
8. veterinarian

# JOB OR CAREER

A job is work that you are paid to do. A career is your lifework.

A job is what a person does to earn a living. Money from a job pays for basic needs. A job can support you and your family or others.

A career is a way to earn a living too. A career is more than a job. It is a field of work that may require special training. Usually a person stays in the same career for many years. There are ways to grow and learn. Usually a career gives the person a sense of purpose.



A person may have several positions in his or her career.

Ex: Lee has a college degree in art. She was an art teacher in a school.  
Now she paints and sells her art.

Changing careers is not easy. To start a new career means you start at the bottom of the ladder in that new career.

Ex: Lee is an art teacher. She wants to be an engineer. She will need to go back to college and get another degree.

## The Game: Write JOB, CAREER, or BOTH.

1. Work that you are paid to do \_\_\_\_\_
2. What a person does to earn a living \_\_\_\_\_
3. Your lifework \_\_\_\_\_
4. Pays for basic needs \_\_\_\_\_
5. More than a job \_\_\_\_\_
6. A field of work \_\_\_\_\_
7. Usually gives the person a sense of purpose \_\_\_\_\_
8. May require special training \_\_\_\_\_

# CAREER WITH A PURPOSE

Some people know what they want to do as adults. But most people need help finding their career.

One in four teens only care about having fun with friends. Others get involved with what they care about, but they don't follow through. Only one in five teens knows what is important to them. The teens who know what's important to them spend a lot of time doing it.



Think about four teens: Marco, Lin, Pat, and Mara.

- Marco wants to have fun with his friends. He doesn't think about others.
- Lin likes animals. She thinks about the animals at the shelter. She doesn't help them.
- Pat likes animals too. He knows about the animal shelter. He has friends who work there.
- Mara loves animals. She works at the animal shelter on Saturdays. She got her friends to work at the shelter too.

**The Game: Read about Marco, Lin, Pat, and Mara again. Answer the questions.**

1. Which teen only cares about having fun with friends?  
\_\_\_\_\_
2. Which teens know what they like but do not get involved?  
\_\_\_\_\_ and \_\_\_\_\_
3. Which teen spends time doing what is important to her?  
\_\_\_\_\_
4. Who has a passion or love for what she does?  
\_\_\_\_\_
5. Who seems to already have a career path? \_\_\_\_\_
6. Who needs help finding their careers?  
\_\_\_\_\_



Which takes more planning: a career or a job? \_\_\_\_\_ Why?

\_\_\_\_\_  
\_\_\_\_\_

# PURPOSE

Sense of Purpose is a human need. It's like food, water, and shelter. People need to have a purpose in life. Most people need help finding their purpose.

Say this to yourself:

I am here for a reason. I am important. My life has value.

Sense of Purpose answers the questions:

Why am I here? Why is my life valuable?

The first step to finding your purpose in life:

- Think about what you like to do.
- Think about what you are good at.



## The Game: Read about Dana and Ben. Answer the questions.

Dana likes to fix hair. She reads about hair styles in magazines. She braids her friends' hair. She loves brushing and styling her grandmother's hair. People always tell her that she does a good job.

1. What is her interest?

---

2. What is she good at?

---

Ben likes racing his bike. He made changes so it goes faster. Other racers ask him to help them fix their bikes too. Ben likes the challenge. He loves being outdoors. He also likes the time he spends inside working on bikes.

1. What is his interest?

---

2. What is he good at?

---



Would you like to be a hair stylist or a barber? \_\_\_\_\_ Why or why not?

---

# EMPLOYABILITY AND COMMUNICATION

Employability → having the skills to get and keep a job.

Employability = employ + ability

Employability is having a set of skills, basic knowledge, and personal characteristics necessary for a career.

Sometimes they are called foundation or basic job skills.



Communication skills are important.

Employers want people who:

- listen carefully
- understand what others say
- understand nonverbal communication (body language)
- speak and write clearly
- understand written language, numbers, charts, and graphs

Career development is figuring out what career you want and making a plan to reach your goals.

You can add to your skills by doing these activities:

- paid work
- volunteer work
- sports and other hobbies
- other group activities

## The Game: Check the Employability or Foundational Skills that you have.

- |   |  |
|---|--|
| <input type="checkbox"/> I'm clean.                             | <input type="checkbox"/> I get to places and events on time.       |
| <input type="checkbox"/> I try my best.                         | <input type="checkbox"/> I listen and follow directions.           |
| <input type="checkbox"/> I speak clearly.                       | <input type="checkbox"/> I finish tasks on time.                   |
| <input type="checkbox"/> My work is done right.                 | <input type="checkbox"/> I find ways to improve my skills.         |
| <input type="checkbox"/> I follow dress codes.                  | <input type="checkbox"/> I do what I say I will do.                |
| <input type="checkbox"/> I'm neat.                              | <input type="checkbox"/> I finish my work, even jobs I don't like. |
| <input type="checkbox"/> I have a positive attitude about work. |  |

# CAREER FIELDS

Finding the right career is important. Your career can last your whole working life. Take time to really think about the career you want. Take time to plan how to get the career you want.



Career fields are a good place to start to figure out the career that is right for you.

There are six main career fields:

1. Environmental and Agriculture Systems
  - work with animals and plants
2. Communications and Information Systems
  - work with computers and software
  - be a performer or artist or work producing films, magazines, books, or newspapers
3. Industrial, Manufacturing, and Engineering Systems
  - plan and construct buildings or products
  - manufacture products
  - research or develop new products or systems
  - drive the vehicles that deliver the products
4. Health Sciences
  - preventing and treating injuries or illnesses
5. Human Services and Resources
  - help people learn
  - work for the government
  - care for people or help people solve problems
  - keep people safe; enforce the law
6. Business, Marketing, and Management
  - run a business
  - deal with money
  - help people have fun
  - sell things and services

Many careers have laws that must be followed. It makes sense that professionals may not steal or falsify records. It makes sense that licenses must be renewed at certain times. There are all kinds of laws. Laws are different for each career. Laws are different in different states.

**The Game: Look at the Career Fields. What two Career Fields interest you?**

---



A healthcare worker prevents and treats illnesses. Would you like to be a nurse or a healthcare worker? \_\_\_\_\_ Why?

---