

Name _____ Period _____

Assignments: Sources of Income & Careers**Chapter Outline (Handout)****Neffe Teacher Handbook**

Unit Two, Career: Labor You Love p. 59

p. 59 Key Words

Lesson 1: Successful Careers

p. 69 Energize - "M & M Energizer"

p. 71 Inquire Phase - "He said, she said...."

p. 73 Gather Phase - "What Employers Want"

p. 75 Process Phase - "SCAN SKILLS Assessment"

p. 79 Apply Phase - "Looking for Mr/Mrs. Right"

p. 81 Exploring Careers Histories and Options"

What Do Employers Want?**SCAN Skills Assignment:**

Skill/Ability	Not Yet	Beginner	Intermediate	Advanced
SCAN SKILLS				
Basic Skills				
Reading				
Writing				
Mathematics				
Listening				
Speaking				
Thinking Skills				
Creative Thinking				
Decision Making				
Problem Solving				
Seeing Things in the Mind's Eye				
Knowing How to Learn				
Reasoning				
Personal Qualities				
Responsibility				
Self-Esteem				
Sociability				
Self-Management				

Integrity/Honesty				
WORKPLACE COMPETENCIES				
Resources				
Time				
Money				
Material & Facilities				
Human Resources				
Interpersonal				
Participates as a Member of a Team				
Teaches Others New Skills				
Serves Clients/Customers				
Exercises Leadership				
Negotiates				
Works With Diversity				
Information				
Acquires and Evaluates Information				
Organizes and Maintains Information				
Interprets and Communicates Information				
Uses Computers to Process Information				
Systems				
Understands Systems				
Monitors and Corrects Performance				
Improves or Designs Systems				
Technology				
Selects Technology				
Applies Technology to Task				
Maintains and Troubleshoots Equipment				

www.practicalmoneyskills.com

Lesson Two: Making Money

Career Planning Process

Student Activity 2-1 – “Assessing Your Personal Career Interests and Abilities”

Student Activity 2-2 – “Evaluating the Current Employment Market”

Identifying and Applying for Employment Positions

Student Activity 2-3 – “Creating a Resume”

Web Search – Identify sites that people can contact to obtain information on available job positions

Interview Process

Oral Presentation – Present examples of strong and weak actions in a job interview

Video Case Study A

Adding Up the Benefits

Survey/Interview – Employee Benefits that are most important for individual situations.

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Week 2, Income, Employment and Careers

P. 26, Exercise 2.1 – Test Your Knowledge - Sources of Income

P. 31, Exercise 2.2 – Career Exercises “Bureau of Labor Statistics Occupation Outlook Handbook

Assignment:

Visit the following website: <http://www.bls.gov/oco>, then click on OOH Search/A-Z Index - find the answers to the following questions on careers and write your answers on a piece of paper to turn in.

1. What is the occupation or career you chose?
2. What appeals to you about the job you selected?
3. What is the nature of the work required of the employee?
4. What are the working conditions?
5. What is the education or training that is required for the occupation or career?
6. What might you expect as a beginning salary?
7. Is there an opportunity for advancement?
8. Do you think this job will provide you the lifestyle you would like to have in the future, including retirement? Why or why not?

9. What is the job outlook?
10. What related occupations might appeal to you?

www.bankhs.com

Money, Money Managing, Income
Income Worksheet

Miscellaneous Assignments

Sources of Income

Assignment:

Use the classified ads to compare salaries for different jobs and research the education required, as well as the skills required and what difference there is in pay. (Is it true that the more knowledge/schooling you have the more you get paid?)

How does money cycle through our society? Make a diagram to show or explain in words the relationships of banks to investors and to borrowers.

Go to the following web site and see the pay scale from top to bottom. There are more than 700 occupations listed:

America's Career Info Net

<http://www.acinet.org/acinet/oview5.asp?soccode=&stfips=&from=National&Level=Over all&group=5>

Go to the following website: <http://www.dol.gov/asp/fibre/dropout.htm> and use the chart to answer the five questions below.

1. In 1996, what did the average high school graduate earn?
2. In 1996, what was the average unemployment rate for a high school graduate?
3. List 5 different types of degrees a person can earn, as shown on the chart.
4. Who earns more money, a person with a high school diploma or a person with an associate's degree?
5. Which educational degree would you like to achieve and why?

Career Planning Process

Assignment:

Select Choices, Ok, Create a Session File, Enter your Session Filename and Password.

Once inside Choices select Assessments, Interest Profiler, continue with the given instructions.

When you have completed the interest section you can view the various occupations that match your interests or you can look up jobs that you are interested in but did not show up on your profile.

Job Application

Assignment:

Complete the following employment application as best you can, then find out the answers for the questions you don't know the answers to.

EMPLOYMENT APPLICATION

Name (Last)	(Middle)	(First)		
Present Address				
City	State	ZIP		
Telephone Number ()				
TYPE OF WORK PREFERRED				
Position(s) Applying For:				
Salary Expected:		Date Available:		
Education				
List All Schools Attended Name of School	Location Of School City, State	Overall Grade Average		
Grade School				
Middle School				
High School				
EXPERIENCE/SKILLS				
Please explain any experiences that might apply to the following areas:				
Customer Service:				
Administrative Support:				
Personal Computer Skills:				
People Skills:				
EMPLOYMENT HISTORY				
(example: mowing lawns, baby sitting, paper route, fast food, janitorial work, etc.)				
Name of Employer	Dates of Service	Type of Work Performed	Last Annual Salary (what you got paid total last year)	Reason for Leaving
References				
Reference Name	Relationship	Phone Number		
		()		
		()		
		()		

I certify that the answers and information I have given in this application and during the interview for employment are true and complete. I also understand that any false or inaccurate statements, leaving out or misrepresenting facts given by me through this application or as part of the interview process are sufficient cause for me not being offered employment or for my discharge at any time during my employment.

If I accept employment with this company, I will conform my conduct and appearance in accordance with the policies and procedures of the company, and I understand that neither this application nor any manuals or handbooks that may be distributed to me during my employment shall be regarded as a contract or employment.

Date: _____ Signature: _____

Name Printed: _____

Resume

Assignment:

Using a word processing program, create a resume. A great way to prepare a resume is to go to Word, File, New From Template, General Templates, Other Documents, and choose a Resume template as a guide to make your own resume. (A template is a guide or pattern you can use that is already formatted to look professional. All you need to do is fill in your personal information.)

The following categories should be included on your resume.

Education

Degree/programs completed, school, location, areas of study, dates

Work Experience

Title, organization, dates, responsibilities

Other Experiences (volunteer work, school, and community activities)

Title, organization, dates, responsibilities

Honors/Awards

Title, organization, dates

Cost of Living

Assignment:

Go to the following web site: <http://www.datamasters.com/> and look for the cost of living wizard and make a comparison between Salt Lake City and three cities you would like to live in. Fill in the income for one year (salary) you have projected for the occupation you want to have, fill in where you live and work in Utah, where you would like to live and work, and hit submit. It will give you a chart with the comparison of the two cities. Review the comparisons of the three cities.

Then, write a summary consisting of at least 10 sentences regarding your opinion about the similarities and or differences between the three cities and Utah.