

# BUS COMM I: Business Commun. -- Career Exploration

## Summary

This lesson plan has several resources including a job shadow packet, job application activities, resume resources, PowerPoint presentations, job search activities, and rubrics.

## Time Frame

10 class periods of 60 minutes each

## Group Size

Individual

## Life Skills

Communication, Social & Civic Responsibility, Employability

## Materials

The materials needed for these activities range from overheads, handouts, markers, LDC projector. Depending on how the instructor chooses to use the attachments, the materials will change.

## Background for Teachers

Teachers should be familiar with the sequence of events leading up to obtaining a job. Also, it is helpful if the teacher knows individual talents and experiences of the students and how they relate to their future careers.

## Student Prior Knowledge

Students need to know the importance of selecting a career and how it influences the rest of their lives.

## Intended Learning Outcomes

Students will walk away from these activities being able to identify careers they may pursue. They will demonstrate effective job search techniques. They will create a job application and resume. This unit addresses more than the how to's, it addresses the How to Do it Right's!

## Instructional Procedures

The use of the following materials should be according to the instructor's preference and timeline. The order of these activities should match the real sequence in real life.

## Assessment Plan

To assess the resume, use the resume rubric which is attached. Either the instructor can evaluate, students can evaluate each other, or students can evaluate themselves.

## Bibliography

Working, Career Success for the 21st Century, Bailey, South-Western. ISBN - 0-538-69966-3. JIST's Job Search Basics Series Instructor's Resource Manual, JIST, ISBN 1-56340-621-0 Career Success, A Lifetime Investment, Ryan & Ryan, South-Western. ISBN 0-538-69141-7

## Authors

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