

College & Career Ready Course

Length of course:

Full Year

Subject area:

College-Preparatory Elective

Integrated (Academics / CTE)

Yes: STEM, Engineering, Health Science, Architecture & Construction

Does your course include hands-on lab activities in your course description?

Yes

Grade levels:

7th, 8th, 9th

Course Description

The College & Career Ready course provides a student experience that develops career ready practices through career exploration in the context of project based learning. All knowledge and skills are based on industry sector and pathway standards to promote **college and career readiness**. This is especially important in grades 7-9 because without a robust experience at this level many students enter high school unaware of what careers may be best for them

Students will: work productively in small teams of 2, use technology to enhance productivity, plan education and career paths, utilize critical thinking, define problems and persevere in solving them, demonstrate creativity and innovation, employ valid and reliable research methods, and apply appropriate academic & technical skills. Every unit requires that students submit evidence of learning for each project, write in context (narrative & argumentative), complete 2 objective assessments, and present design brief solutions to the class as proof of knowledge and skill attainment.

Prerequisites:

None required.

Course content by unit. Each Integrated Instructional Unit (IIU) provides the student with specific career related projects which are incorporated into approximately 170 days of classroom instruction using a **Cloud-based Content Learning Management System (CLMS)** which allows students to access the content anytime, anywhere and on any device, thereby fully engaging the digital natives in schools today. This CLMS uses a state-of-the-art concept driven mastery system, predictive analytics and abundant formative assessments. The immediate feedback following a learning episode keeps the students fully informed of their mastery of the content. In addition, the CLMS provides automatic remediation on concepts that have yet to be mastered by the student. Since students can access the content 24/7 they can spend as much time as needed to gain mastery.

The instructional time in all units dedicated to **hands-on project based learning is approximately 60%**. This is a course where students learn by doing. This is much more important than just shadowing or watching someone else do the work. They actually do the work of professionals in the field.

Electronic rubrics are provided for the teacher to evaluate performance based activities.

Students take responsibility for their own learning. All instruction is driven by the student's intrinsic motivation to learn. **Teachers become learning coaches and mentors** giving each student team precisely what they need.

Career Discovery: During this course students will experience what it is like to work in careers within multiple Industry Sectors. They will do the work professionals perform in the field. These experiences help students discover what they like and what they are good at, so **they make informed career pathway decisions** in high school and for postsecondary. Students explore 16-18 unique areas and conduct in-depth research into 2 careers within each unit. See below an actual page on My Next Move. They discover what knowledge, skills and abilities are required and where to get postsecondary education.



Chemical Engineers

Also called: Chemical Engineer, Engineer, Process Engineer, Scientist

Print Share

Watch Career Video

What they do:

Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.

On the job, you would:

- Monitor and analyze data from processes and experiments.
- Develop safety procedures to be employed by workers operating equipment or working in close proximity to ongoing chemical reactions.
- Develop processes to separate components of liquids or gases or generate electrical currents, using controlled chemical processes.

KNOWLEDGE

Engineering and Technology

- product and service development
- design

Math and Science

- arithmetic, algebra, geometry, calculus, or statistics
- chemistry

Manufactured or Agricultural Goods

- manufacture and distribution of products

Arts and Humanities

- English language

SKILLS

Basic Skills

- using scientific rules and strategies to solve problems
- thinking about the pros and cons of different ways to solve a problem

Problem Solving

- noticing a problem and figuring out the best way to solve it

People and Technology Systems

- figuring out how a system should work and how changes in the future will affect it
- thinking about the pros and cons of different options and picking the best one

ABILITIES

Ideas and Logic

- group things in different ways
- notice when problems happen

Math

- choose the right type of math to solve a problem
- add, subtract, multiply, or divide

Verbal

- read and understand what is written
- listen and understand what people say

Visual Understanding

- see hidden patterns

PERSONALITY

People interested in this work like activities that include **ideas**, **thinking**, and figuring things out.

They do well at jobs that need:

- **Analytical Thinking**
- **Integrity**
- **Attention to Detail**
- **Dependability**
- **Achievement/Effort**
- **Initiative**

TECHNOLOGY

You might use software like this on the job:

Analytical or scientific software

- Minitab 🔥
- The MathWorks MATLAB 🔥

Computer aided design CAD software 🔥

- Autodesk AutoCAD 🔥
- Dassault Systemes CATIA 🔥

Data base user interface and query software

- Microsoft Access 🔥
- Structured query language SQL 🔥

EDUCATION



bachelor's degree
usually needed

Get started on your career:

Find Training Find Certifications

JOB OUTLOOK



New job opportunities are **less likely** in the future.

SALARY:
\$98,340
per year, on average

green

Check out my state

Local Salary Info

Find Jobs

EXPLORE MORE

- [Aerospace Engineers](#)
- [Civil Engineers](#)
- [Electrical Engineers](#)
- [Mechanical Engineers](#)
- [Petroleum Engineers](#)

You might like a career in one of these industries:

- [Manufacturing](#)
- [Professional, Science, & Technical](#)

Applies to all Sectors

Employability Skills

Unit Objectives & Activities

In this module, you will examine the transferable skills needed by an individual to make him or her employable as well as able to make informed and competent decisions regarding career and daily life. This module will develop the knowledge and skills necessary to prepare you for the dual role of wage earner and family member.

Activity: Career Ready Practices

Activity: Personal Skills & Abilities Assessment

Activity: Goal Setting & Time Management Assessment

Activity: Career Cluster Survey & Exploration

Activity: Career Research & Planning

Activity: Job Search & Applications

Activity: Interviewing Skills

Activity: Building a Resume – Part I

Activity: Building a Resume – Part II

Activity: Writing a Cover Letter

Agriculture & Natural Resources Industry Sector

Choose from Environment & Ecology, Veterinary Medicine

Environment & Ecology

Unit Objectives & Activities

Who's not conscious today of protecting the natural environment? In this unit, you will learn about recycling, availability of clean water, and the effects of acid rain. You will perform water testing, acid rain and hydroponics experiments under controlled conditions. These experiences will provide a real-world simulation of bio-related challenges that you will need to address as adults.

In this unit you will:

- Explore and identify the factors that are necessary to effectively grow plant matter.
- Classify the types and uses of energy systems.
- Determine the impact of polluted water and develop a protocol for clean water availability.
- Explore the composition and characteristics of soil.
- Explore the soil nutrient cycle.
- Compare and contrast soil nutrient levels in soil samples.

Here are the activities in this unit:

Activity: Fast Plant Investigation

Activity: Observing Plant Growth

Activity: pH testing of Water Samples

Activity: Soil Texture Investigation and Crossword Puzzle

Activity: Video - Go Green

Activity: Testing Soil pH Values

Activity: Test and Writing Assessment

Activity: Packaging Waste

Activity: Design Brief

Activity: Nutrient Extraction and Testing for Nitrogen

Activity: Testing Soil for Potassium

Activity: Testing Soil for Phosphorus

Activity: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Environmental and Ecology unit is classified under the Agriculture and Natural Resources Industry Sector. Individuals who work in the Agriculture and Natural Resources Industry Sector demonstrate the following skills and knowledge:

1. Analyze how issues, trends, technologies and public policies impact systems in the Agriculture and Natural Resources Industry Sector.
2. Evaluate the nature and scope of the Agriculture and Natural Resources Industry Sector and the role of agriculture, food and natural resources (AFNR) in society and the economy.

3. Examine and summarize the importance of health, safety and environmental management systems in AFNR businesses.
4. Demonstrate stewardship of natural resources in AFNR activities.
5. Describe career opportunities and means to achieve those opportunities in each of the Agriculture and Natural Resources Career Pathways.
6. Analyze the interaction among AFNR systems in the production, processing and management of food, fiber and fuel and the sustainable use of natural resources.

Career Pathway

There are hundreds of related careers in the Agriculture and Natural Resources Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into industry sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Environmental Service Systems Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Agriculture and Natural Resources Industry Sector. Individuals in the Environmental Service Systems Career Pathway demonstrate the following skills and knowledge:

1. Use analytical procedures and instruments to manage environmental service systems.
2. Evaluate the impact of public policies and regulations on environmental service system operations.
3. Develop proposed solutions to environmental issues, problems and applications using scientific principles of meteorology, soil science, hydrology, microbiology, chemistry and ecology.
4. Demonstrate the operation of environmental service systems (e.g., pollution control, water treatment, wastewater treatment, solid waste management and energy conservation).
5. Use tools, equipment, machinery and technology common to tasks in environmental service systems.

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Biologist
- Water Quality Management Technician
- Environmental Compliance Inspectors
- Recycling Worker
- Chemist

Veterinary Medicine

Unit Objectives & Activities

The objectives for this Health Career Area (HCA) are:

- Recognize how diseases are transmitted between people and animals and how to prevent disease transmission.
- Define major anatomy and skeletal terms for small animals.
- Identify how to restrain small animals and perform emergency CPR.
- Recognize body planes and methods for preparing to take X-rays.
- Define veterinary surgical tools and demonstrate how to prepare a surgical pack.
- Identify common animal parasites.

Here are the activities in this HCA:

Day 1: Veterinary Overview and Terminology

Day 2: Preventing Disease Transmission

Day 3: Safety with Animals

Day 4: Dog/Cat Skeletal Systems and CPR for Animals

Day 5: Test and Writing Assessment

Day 6: X-ray Procedures

Day 7: Cost of Pet Ownership

Day 8: Prep for Surgery

Day 9: Parasites on Slides

Day 10: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Veterinary Medicine unit is classified under the **Agriculture and Natural Resources Industry Sector**. Individuals who work in the **Agriculture and Natural Resources Industry Sector** demonstrate the following skills and knowledge:

1. Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
2. Explain the healthcare worker's role within their department, their organization, and the overall healthcare system.
3. Identify existing and potential hazards to clients, coworkers, visitors, and self in the healthcare workplace.
4. Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
5. Analyze the legal and ethical responsibilities, limitations and implications of actions within the healthcare workplace.
6. Evaluate accepted ethical practices with respect to cultural, social and ethnic differences within the healthcare workplace.

Career Pathway

There are hundreds of related careers in the Agriculture and Natural Resources Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of

classifying careers into industry sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Diagnostic Services Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Agriculture and Natural Resources Industry Sector. Individuals in the Diagnostic Services Career Pathway demonstrate the following skills and knowledge:

1. Communicate key diagnostic information to healthcare workers and patients in an accurate and timely manner.
2. Assess and report patient's/client's health status in order to monitor and document patient progress.
3. Demonstrate the principles of body mechanics for positioning, transferring and transporting of patients/clients, and perform them without injury to the patient/client or self.
4. Explain procedures and goals to the patient/client accurately and effectively, using strategies to respond to questions and concerns.
5. Select, demonstrate and interpret diagnostic procedures.

Planning Your Career

By working through this unit, you will begin your journey toward developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and determine the means to achieve those opportunities.

Related Careers:

- Veterinarian
- Veterinary Technician
- Veterinary Assistants
- Animal Caretakers
- Animal Scientists

Argumentative Writing in Context:

In your work at a veterinary clinic, you see cases where clients (humans) have given human food to their pets. You will be giving a presentation at a local health fair. You decide to speak about the proper care and feeding of pets.

Background: Many people consider their pets to be part of their family. They can be tempted to feed their pets directly from their own plate. This can cause immediate medical problems, such as choking, and it isn't always healthy for the animal, causing longer-term problems.

Write a persuasive essay that discourages people from feeding animals as if they are human. Your explanation should focus on the hazards in feeding animals inappropriately. Provide your audience with the background they need to understand how serious this is and how their pet will benefit from proper care.

Your argumentative writing piece should be about 300 words or about one page.

3D Activity:

In this activity, you and your partner are going to explore the use of 3D printing technology. You will see how engineering and 3D printing can change an animal's life. As 3D printing evolves you will likely witness a wide range of innovations as it relates to veterinary applications. Consider that with a click of a button an innovative idea can become reality. You and your partner will watch a heartwarming video of a dog named Derby and then print a scaled version of an animal prosthetic.

Arts, Media, and Entertainment Industry Sector

Choose from Computer Graphics & Game Development, Digital Music, Video Production

Computer Graphics and Game Development

Unit Activities

In this module, you will examine the evolution of computer graphics in the design and development of 2D and 3D games.

Project-based activities include:

- Activity: Game Development Terminology & Unity Learn
- Activity: Unity - LEGO/Platformer Microgame Part I
- Activity: Unity - LEGO/Platformer Microgame Part II
- Activity: Unity - Karting Microgame Part I
- (Bonus) Activity: Elements & Principles of Design Matrix
- Activity: Narrative Writing & Checkpoint Test
- Activity: Unity - Karting Microgame Part II
- Activity: Design Brief
- Activity: Argumentative Writing, Career Research & Planning and Checkpoint Test

Industry Sector Objectives

This Computer Graphics and Game Development module is classified under the Arts, Media & Entertainment Industry Sector. Individuals who work in this sector demonstrate the following skills and knowledge:

1. Analyze the interdependence of the technical and artistic elements of various careers within the Arts, Media & Entertainment Industry Sector.
2. Analyze the importance of health, safety and environmental management systems, policies and procedures common in arts, audio/video technology and communications activities and facilities.
3. Analyze the lifestyle implications and physical demands required in the arts, audio/visual technology and communications workplace.
4. Analyze the legal and ethical responsibilities required in the arts, audio/visual technology and communications workplace.
5. Describe the career opportunities and means to achieve those opportunities in each of the Arts, Media & Entertainment Industry Sector Career Pathways.
6. Evaluate technological advancements and tools essential to occupations within the Arts, Media & Entertainment Industry Sector.

Career Pathway

There are hundreds of related careers in the Arts, Media & Entertainment Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into clusters and pathways helps navigate career options, it is not the only way. This module is more specifically aligned with the Visual Arts Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Arts, Media & Entertainment Industry Sector. Individuals in the Visual Arts Career Pathway demonstrate the following skills and knowledge:

1. Describe the history and evolution of the visual arts and its role in and impact on society.
2. Analyze how the application of visual arts elements and principles of design communicate and express ideas.
3. Analyze and create two- and three-dimensional art forms using various media.

Planning Your Career

By working through this module you will begin your journey towards developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this module, you will select two of the related careers and describe how to achieve those opportunities.

These are the careers you will explore in this module:

- Graphic Designers
- Special Effects Artists and Animators
- Video Game Designers
- Sound Engineering Technicians

Digital Music

Unit Objectives & Activities

In the movies, on CDs, in broadcasting, or on the internet, digital sound is everywhere! In this unit you will be using the latest in MIDI sound equipment and software to introduce you to computer-based music and sound effects production. You will have the opportunity to create and program original compositions using MIDI software, an electronic keyboard and computer interface.

In this unit you will:

- Determine the relationship of computer programming theory and principles to digital music production.
- Develop and apply fundamental musical structure and systematically apply these principles to digital and analog music.
- Distinguish among different forms of digital music and identify equipment used in digital music production.
- Explore the history of musical instruments and audio recording to determine the sources for digital music.
- Appropriately use digital music terminology in the application of a variety of computer applications.
- Arrange and produce a digital music composition.

Here are the activities in this unit:

Activity: Piano Wizard

Activity: Exploring the Synthesizer

Activity: Recording Multiple Tracks

Activity: Internet Research - MIDI Files

Activity: Tempo and Time Signatures

Activity: Video - MIDI

Activity: Creating and Editing Sounds

Activity: Test and Writing Assessment

Activity: Musical Scores

Activity: Song Writing

Activity: Design Brief

Activity: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Digital Music unit is classified under the Arts, Media, and Entertainment Industry Sector. Individuals who work in the Arts, Media, and Entertainment Industry Sector demonstrate the following skills and knowledge:

1. Analyze the interdependence of the technical and artistic elements of various careers within the Arts, Media, and Entertainment Industry Sector.
2. Analyze the importance of health, safety and environmental management systems, policies and procedures common in arts, audio/video technology and communications activities and facilities.
3. Analyze the lifestyle implications and physical demands required in the arts, audio/visual technology and communications workplace.
4. Analyze the legal and ethical responsibilities required in the arts, audio/visual technology and communications workplace.

5. Describe the career opportunities and means to achieve those opportunities in each of the Arts, Media, and Entertainment Career Pathways.
6. Evaluate technological advancements and tools that are essential to occupations within the Arts, Media, and Entertainment Industry Sector.

Career Pathway

There are hundreds of related careers in the Arts, Media, and Entertainment Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into industry sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the A/V Technology & Film Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Arts, Media, and Entertainment Industry Sector. Individuals in the A/V Technology & Film Career Pathway demonstrate the following skills and knowledge:

1. Describe the history, terminology, occupations and value of audio, video and film technology.
2. Demonstrate the use of basic tools and equipment used in audio, video and film production.
3. Demonstrate technical support skills for audio, video and/or film productions.
4. Design an audio, video and/or film production.

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Musician
- Recording Engineer
- Producer
- Audio Technician
- Composer
- Music Director

Video Production

Unit Objectives & Activities

In this module, you will learn the knowledge and skills common in video production. You will learn about the three stages of video production and practice various skills in each stage to help guide you in completing a video production project.

In this module you will:

- Describe the fundamental objectives of video production from historical to contemporary practices.
- Develop foundational skills and knowledge in the AV Technology & Film Career Pathway.
- Define common terms and concepts utilized in the field of video production.
- Examine the three stages of the video production process.
- Demonstrate a variety of shot techniques, while using The Rule of Thirds.
- Demonstrate examples of effective framing and lighting techniques.
- Demonstrate editing techniques including working in the timeline, transitions, overlays, and green screen effects.
- Demonstrate the ability to script, storyboard, shoot, and edit short digital video projects.
- Examine the impact of media on society from a social and economic viewpoint.
- Examine the legal roles and responsibilities in video production.
- Explore careers in the AV Technology & Film Career Pathway.

Here are the activities in this unit:

Activity: Video Production Terminology

Activity: Composition

Activity: Camera & Lighting Techniques

Activity: Basic Editing Techniques

Activity: Critical Writing Assessment & Checkpoint Test

Activity: Advanced Editing Techniques

Activity: Design Brief

Activity: Argumentative Writing Assessment, Career Planning & Checkpoint Test

Industry Sector Objectives

This Video Production module is classified under the Arts, Media, and Entertainment Industry Sector. Individuals who work in the Arts, A/V Technology & Communications Industry Sector demonstrate the following skills and knowledge:

Analyze the interdependence of the technical and artistic elements of various careers within the Arts, Media, and Entertainment Industry Sector.

1. Analyze the interdependence of the technical and artistic elements of various careers within the Arts, Media, and Entertainment Industry Sector.
2. Analyze the importance of health, safety and environmental management systems, policies and procedures common in arts, audio/video technology and communications activities and facilities.
3. Analyze the lifestyle implications and physical demands required in the arts, audio/visual technology and communications workplace.
4. Analyze the legal and ethical responsibilities required in the arts, audio/visual technology and communications workplace.

5. Describe the career opportunities and means to achieve those opportunities in each of the Arts, Media, and Entertainment Career Pathways.
6. Evaluate technological advancements and tools that are essential to occupations within the Arts, Media, and Entertainment Industry Sector.

Career Pathway

There are hundreds of related careers in the Arts, Media, and Entertainment Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into clusters and pathways is helpful in navigating career options, it is not the only way.

This unit is more specifically aligned with the A/V Technology & Film Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Arts, Media, and Entertainment Industry Sector. Individuals in the A/V Technology & Film Career Pathway demonstrate the following skills and knowledge:

1. Describe the history, terminology, occupations and value of audio, video and film technology.
2. Demonstrate the use of basic tools and equipment used in audio, video and film production.
3. Demonstrate technical support skills for audio, video and/or film productions.
4. Design an audio, video and/or film production.

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Producer
- Director - Stage, Motion Pictures, Television, and Radio
- Camera Operator - Television, Video, and Motion Picture
- Film and Video Editor
- Audio and Video Equipment Technicians
- Sound Engineering Technicians
- Poets, Lyricists and Creative Writers
- Broadcast News Analysts

Business and Finance Industry Sector

Personal Finance

Unit Objectives & Activities

The principles of personal finance including managing account balances, reconciliation, credit basics, managing risk and developing a budget for future success.

Here are the activities in this unit:

Activity: Track Those Transactions!

Activity: Ready, Set, Reconcile!

Activity: Calculating Credit

Activity: Insurance Investigation

(Optional) Activity: What's It Worth?

Activity: Narrative Writing & Checkpoint Test

(Optional) Activity: Tax Time!

Activity: A Game of Chance

Activity: Design Brief

Activity: Argumentative Writing, Career Planning & Checkpoint Test

Industry Sector Objectives

This Personal Finance unit is classified under the Business and Finance Industry Sector. Individuals who work in the Business and Finance Industry Sector demonstrate the following skills and knowledge:

1. Utilize mathematical concepts, skills and problem solving to obtain necessary information for decision making in the finance industry.
2. Utilize tools, strategies and systems to plan, monitor, manage and maintain the use of financial resources.
3. Plan, staff, lead and organize human resources in finance to enhance employee productivity and job satisfaction.
4. Determine effective tools, techniques and systems to communicate and deliver value to finance customers.
5. Create and maintain positive, ongoing relationships with finance customers.
6. Plan, monitor and manage day-to-day activities to ensure effective and efficient finance operations.
7. Implement safety, health and environmental controls to ensure a safe and productive finance workplace.
8. Describe and follow laws, regulations and ethical standards that affect finance operations and transactions.
9. Plan, manage and maintain the use of financial resources to protect solvency.
10. Plan, organize and manage a finance organization/department.
11. Plan, monitor and manage day-to-day activities required to sustain continued business functioning.
12. Access, evaluate and disseminate financial information to enhance financial decision-making processes.

Career Pathway

There are hundreds of related careers in the Business and Finance Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit aligns with all of the pathways within the Business and Finance Industry Sector and will be discussed in greater detail throughout.

These pathways include:

- Securities & Investments Pathway
- Business Finance Pathway
- Accounting Pathway
- Insurance Pathway
- Banking Services Pathway

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Financial Managers, Branch or Department
- Loan Officers
- Accountants
- Auditors
- Tax Preparers
- Insurance Claims Clerks
- Insurance Adjusters, Examiners, and Investigators
- Claims Adjusters, Examiners, and Investigators
- Actuaries
- Personal Financial Advisors
- Credit Counselors
- Risk Management Specialists

Fashion and Interior Design Industry Sector

Choose from Design & Marketing, Virtual Architecture

Design & Marketing

Unit Objectives & Activities

The Design and Marketing unit is an exploration of the fundamental elements and principles of modern design with an emphasis on providing design solutions that meet marketing strategies from concept to completion.

Here are the activities in this unit:

Activity: Elements & Principles of Design Matrix

Activity: Creating a Color Palette

Activity: Decorating Styles & Design Boards

Activity: Designing Fashion

Activity: Narrative Writing & Checkpoint Test

Activity: The 4 Ps of the Marketing Mix

Activity: Design Brief

Activity: Argumentative Writing, Career Planning & Checkpoint Test

Industry Sector Objectives

This Design & Marketing unit is classified under the Fashion and Interior Design Industry Sector. Individuals who work in the Fashion and Interior Design Industry Sector demonstrate the following skills and knowledge:

1. Describe the impact of economics, economic systems and entrepreneurship on marketing.
2. Implement marketing research to obtain and evaluate information for the creation of a marketing plan.
3. Plan, monitor, manage and maintain the use of financial resources for marketing activities.
4. Plan, monitor and manage the day-to-day activities required for continued marketing business operations.
5. Describe career opportunities and the means to achieve those opportunities in each of the Fashion and Interior Design Career Pathways.
6. Select, monitor and manage sales and distribution channels.
7. Determine and adjust prices to maximize return while maintaining customer perception of value.
8. Obtain, develop, maintain and improve a product or service mix in response to market opportunities.
9. Communicate information about products, services, images and / or ideas to achieve a desired outcome.
10. Use marketing strategies and processes to determine and meet client needs and wants.

Career Pathway

There are hundreds of related careers in the Fashion and Interior Design Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and

knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Visual Arts Career Pathway of the Arts, Media, and Entertainment Industry Sector. Individuals in this pathway share a set of skills and knowledge that expand on the skills and knowledge needed in the Arts, Media, and Entertainment Industry Sector. Individuals in the Visual Arts Career Pathway demonstrate the following skills and knowledge:

1. Describe the history and evolution of the visual arts and its role in and impact on society.
2. Analyze how the application of visual arts elements and principles of design communicate and express ideas.
3. Analyze and create two-and three-dimensional visual art forms using various media.

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Commercial and Industrial Designers
- Fashion Designers
- Graphic Designers
- Art Directors
- Advertising and Promotions Managers
- Marketing Managers
- Green Marketers
- Market Research Analysts and Marketing Specialists
- Merchandise Displayers and Window Trimmers

Dentistry

Unit Objectives & Activities

The objectives for this Health Career Area (HCA) are:

- Identify the roles of dental professionals, and the preparation for each occupation.
- Recognize parts of the jaw, teeth, and mouth.
- Identify appropriate dental care at each developmental stage.
- Identify common dental problems.
- Recognize how to correct common dental problems.
- Recognize common diseases of teeth, gums, the jaw, and mouth.

Here are the activities in this HCA:

Day 1: Dentistry Overview and Terminology

Day 2: Tooth Anatomy and Charting

Day 3: Dental Hygiene

Day 4: Dental Radiography

Day 5: Test and Writing Assessment

Day 6: Dental Research

Day 7: Removing Tooth Decay

Day 8: Making a Dental Impression and Casting a Tooth Model

Day 9: Dental Exam and Cavity Filling

Day 10: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Dentistry unit is classified under the Health Science and Medical Technology Industry Sector. Individuals who work in the Health Science and Medical Technology Industry Sector demonstrate the following skills and knowledge:

1. Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
2. Explain the healthcare worker's role within their department, their organization, and the overall healthcare system.
3. Identify existing and potential hazards to clients, coworkers, visitors, and self in the healthcare workplace.
4. Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
5. Analyze the legal and ethical responsibilities, limitations and implications of actions within the healthcare workplace.
6. Evaluate accepted ethical practices with respect to cultural, social and ethnic differences within the healthcare workplace.

Career Pathway

There are hundreds of related careers in the Health Science and Medical Technology Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Diagnostic Services Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Health Science and Medical Technology Industry Sector. Individuals in the Diagnostic Services Career Pathway demonstrate the following skills and knowledge:

1. Communicate key diagnostic information to healthcare workers and patients in an accurate and timely manner.
2. Assess and report patient's/client's health status in order to monitor and document patient progress.
3. Demonstrate the principles of body mechanics for positioning, transferring and transporting of patients/clients, and perform them without injury to the patient/client or self.
4. Explain procedures and goals to the patient/client accurately and effectively, using strategies to respond to questions and concerns.
5. Select, demonstrate and interpret diagnostic procedures.

Planning Your Career

By working through this unit, you will begin your journey toward developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and the means to achieve those opportunities.

Related Careers:

- Dentist
- Dental Assistant
- Dental Hygienist
- Dental Receptionist
- Periodontist
- Orthodontist
- Maxillofacial Surgeon

Argumentative Writing in Context:

Kelly Garrison is an oral surgeon. He is concerned that many young people are losing teeth due to sports injuries. Many athletes don't want to use mouth guards because they think they are awkward to use or uncomfortable. Their parents and coaches are not aware of the benefits of using them.

Background: Mouth guards are made from new, synthetic materials that allow the player to breathe comfortably. To select a mouth guard, look for one that does not misalign your natural bite, that is lightweight, strong, easy to clean, and covers the upper and lower teeth and gums.

Write an argumentative essay that encourages student athletes to use mouth guards for contact sports. Also, address the coaches and parents who may not be aware of the new technologies available, and the seriousness of the loss of a tooth.

Your argumentative writing piece should be about 300 words or about one page.

3D Activity:

In this activity, you and your partner are going to explore the use of 3D scanning and printing technology in dental applications. The process you and your partner will explore today is not the common way dentists create crowns. However, consider how the use of 3D scanning and printing technology may change current dental practices.

Emergency Medical Technician

Unit Objectives & Activities

The objectives for this Health Career Area (HCA) are:

- Recognize the role of Emergency Medical Technicians in the healthcare industry.
- Identify the steps for the primary survey (checking Airway, Breathing and Circulation and blood pressure.)
- Recognize the differences between viral and bacterial disease, and how to prevent disease transmission.
- Identify how to control bleeding, common types of wounds, and bandaging for various wounds.
- Identify the first aid steps for common emergencies: choking, poison, and burns.
- Recognize the signs of heart attack.
- Demonstrate how to perform CPR and how to use an AED.

Here are the activities in this HCA:

Day 1: EMT Overview and Terminology

Day 2: Know Your ABC's

Day 3: Applying a Splint

Day 4: Infection Control Procedures

Day 5: Test and Writing Assessment

Day 6: Wound Care

Day 7: Flammable Textiles

Day 8: CPR

Day 9: Automatic External Defibrillator

Day 10: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Emergency Medical Technician unit is classified under the Health Science and Medical Technology Industry Sector. Individuals who work in the Health Science and Medical Technology Industry Sector demonstrate the following skills and knowledge:

7. Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
8. Explain the healthcare worker's role within their department, their organization, and the overall healthcare system.
9. Identify existing and potential hazards to clients, coworkers, visitors, and self in the healthcare workplace.
10. Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
11. Analyze the legal and ethical responsibilities, limitations and implications of actions within the healthcare workplace.
12. Evaluate accepted ethical practices with respect to cultural, social and ethnic differences within the healthcare workplace.

Career Pathway

There are hundreds of related careers in the Health Science and Medical Technology Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this

system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Diagnostic Services Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Health Science and Medical Technology Industry Sector. Individuals in the Diagnostic Services Career Pathway demonstrate the following skills and knowledge:

5. Communicate key diagnostic information to healthcare workers and patients in an accurate and timely manner.
6. Assess and report patient's/client's health status in order to monitor and document patient progress.
7. Demonstrate the principles of body mechanics for positioning, transferring and transporting of patients/clients, and perform them without injury to the patient/client or self.
8. Explain procedures and goals to the patient/client accurately and effectively, using strategies to respond to questions and concerns.
9. Select, demonstrate and interpret diagnostic procedures.

Planning Your Career

By working through this unit, you will begin your journey toward developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and the means to achieve those opportunities.

Related Careers:

- Emergency Medical Technician
- Paramedic
- Emergency Room Registered Nurse
- Ambulance Dispatcher

Narrative Writing in Context:

You are an EMT for your city's fire department. You have been asked to prepare a one-page explanation of the procedures used to control bleeding. This explanation will be used by the 911 center staff when they provide specific directions to the callers.

Background: There are several steps that can be used to control bleeding, depending on the severity of the wound. The steps include direct pressure, elevation, and pressure points.

Describe each of the steps and how it is performed. In explaining each step, describe the circumstances of where this step is used, how to do it, for how long, and what to do next if it doesn't work.

Your explanation should be about 300 words, or about one page long.

Health Information Management

Unit Objectives & Activities

The objectives for this Health Career Area (HCA) are:

- Recognize the role of the Health Information Management professional.
- Identify information on a medical record.
- Recognize how coding is used in health records.
- Identify the benefits of electronic health records (EHR) and health information technology.
- Identify the tasks involved in health billing and compliance.
- Recognize privacy issues associated with health records, including HIPAA requirements and professional ethics.

Here are the activities in this HCA:

Day 1: Health Information Management Overview and Terminology

Day 2: Medical Records

Day 3: Medical Term Breakdown

Day 4: Coding Terms

Day 5: Test and Writing Assessment

Day 6: Coding Procedures

Day 7: Billing and Compliance

Day 8: Cancer Statistics

Day 9: Ethics and Privacy

Day 10: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Health Information Management unit is classified under the Health Science and Medical Technology Industry Sector. Individuals who work in the Health Science and Medical Technology Industry Sector demonstrate the following skills and knowledge:

1. Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
2. Explain the healthcare worker's role within their department, their organization, and the overall healthcare system.
3. Identify existing and potential hazards to clients, coworkers, visitors, and self in the healthcare workplace.
4. Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
5. Analyze the legal and ethical responsibilities, limitations and implications of actions within the healthcare workplace.
6. Evaluate accepted ethical practices with respect to cultural, social and ethnic differences within the healthcare workplace.

Career Pathway

There are hundreds of related careers in the Health Science and Medical Technology Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals

look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Health Informatics Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Health Science and Medical Technology Industry Sector. Individuals in the Health Informatics Career Pathway demonstrate the following skills and knowledge:

1. Communicate health information accurately and within legal and regulatory guidelines, upholding the strictest standards of confidentiality.
2. Describe the content and diverse uses of health information.
3. Demonstrate the use of systems used to capture, retrieve and maintain confidential health information from internal and external sources.

Planning Your Career

By working through this unit, you will begin your journey toward developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and the means to achieve those opportunities.

Related Careers:

- Medical Secretaries
- Administrative Service Manager
- Medical Transcriptionist
- Medical Records Technician
- Computer Use Support Specialist
- Billing and Posting Clerk
- Clinical Data Manager

Narrative Writing in Context:

You work for a large hospital system. One of your responsibilities is to speak about career opportunities to groups at schools and community events. You will be giving a presentation next week at a high school job fair. You decide to speak about the careers in Health Information Management (HIM). It is important for students to know that there are many jobs in this area but that they must have the proper education to prepare for these careers.

Background: The US Department of Labor estimates that the need for trained HIM professionals will be much greater than most other professions. Job prospects are very strong for individuals with knowledge and skills in HIM, as well as in computers, networks, and telecommunications.

Write a one-page speech that describes the career opportunities in HIM. Discuss the education and internship requirements for these careers.

Also, explain the types of positions and the expected growth in demand for people to fill these jobs. Keep in mind that your audience is composed of high school students who are still thinking about a range of career options.

Your explanation should be about 300 words; that is about one page in length.

Intro to Health Science Careers

Unit Objectives & Activities

The Intro to Health Science Careers module exposes students to the knowledge and skills needed in health-related careers.

Here are the activities in this unit:

Activity: Pathway Exploration & Terminology

Activity: Preventing Disease Transmission

Activity: Checking Vital Signs

Activity: Adaptive Equipment Evaluation

Activity: Narrative Writing & Checkpoint Test

Activity: Pipetting by Design

Activity: Design Brief

Activity: Argumentative Writing, Career Planning & Checkpoint Test

Cluster Objectives

This Intro to Health Science Careers module is classified under the Health Science Industry Sector. Individuals who work in the Health Science Cluster demonstrate the following skills and knowledge:

1. Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
2. Explain the healthcare worker's role within a department, an organization, and the overall healthcare system.
3. Identify existing and potential hazards to clients, coworkers, visitors, and self in the healthcare workplace.
4. Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
5. Analyze the legal and ethical responsibilities, limitations and implications of actions within the healthcare workplace.
6. Evaluate accepted ethical practices with respect to cultural, social and ethnic differences within the healthcare workplace.

Career Pathway

There are hundreds of related careers in the Health Science Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into clusters and pathways is helpful in navigating career options, it is not the only way. This module aligns with all of the pathways within the Health Science Industry Sector and will be discussed in greater detail throughout.

- Biotechnology Research and Development Career Pathway
- Diagnostic Services Career Pathway
- Health Informatics Career Pathway
- Support Services Career Pathway
- Therapeutic Services Career Pathway

Planning Your Career

By working through this module, you will begin your journey towards developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this module, you will select two of the related careers and describe the means by which to achieve those opportunities.

These are the careers you will explore in this module:

- Biomedical Engineers
- Medical Scientists
- Medical and Clinical Laboratory Technologists
- Health Technologists and Technicians
- Magnetic Resonance Imaging Technologists
- Veterinary Technologists and Technicians
- Medical Records and Health Information Technicians
- Medical Secretaries
- Medical and Health Services Managers
- Endoscopy Technicians
- Phlebotomists
- Speech-Language Pathologists
- Audiologists
- Dentists
- Optometrists
- Occupational Therapists
- Physical Therapists
- Physical Assistants
- Pharmacists
- Sports Medicine Physicians
- Veterinarians

Lifetime Nutrition & Wellness

Unit Objectives & Activities

Explore principles of lifetime wellness and nutrition to establish an informed decision-making process that promotes wellness throughout the life cycle.

Here are the activities in this unit:

Activity: How Well Are You?

Activity: The Great Balancing Act

Activity: Food for Thought

Activity: Assessing Physical Wellness

Activity: Narrative Writing & Checkpoint Test

Activity: Industry Sector Survey & Exploration

Activity: Design Brief

Activity: Argumentative Writing, Career Planning & Checkpoint Test

Industry Sector Objectives

This Lifetime Nutrition & Wellness unit is classified under the Human Services Industry Sector. Individuals who work in the Human Services Industry Sector demonstrate the following skills and knowledge:

1. Evaluate principles of planning, development, implementation and evaluation to accomplish long-range goals in the human services.
2. Evaluate the role of the family, community and human services in society and the economy.
3. Use effective communication with human services clients and their families.
4. Demonstrate ethical and legal conduct in human services settings.
5. Evaluate career opportunities in each of the Human Services Career Pathways.
6. Explain how human development principles enhance the well-being of individuals and families.

Career Pathway

There are hundreds of related careers in the Human Services Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Personal Care Services Career Pathway. Individuals in this pathway share a set of skills and knowledge that expand on the skills and knowledge needed in the Human Services Industry Sector. Individuals in the Personal Care Services Career Pathway demonstrate the following skills and knowledge:

1. Analyze basic principles of biology, chemistry and human anatomy for safe and effective utilization and selection of personal care products and services.
2. Evaluate an individualized personal care plan that reflects client preferences, needs and interests for a course of treatment/action.

3. Utilize data and information to maintain electronic records of client services and make recommendations for personal care services.
4. Demonstrate policies and procedures to achieve a safe and healthy environment for personal care services.
5. Develop organizational policies, procedures and regulations that establish personal care organization priorities, accomplish the mission, and provide high-quality service to a diverse set of clients and families.
6. Identify personal care business opportunities enhanced by community involvement, self-improvement and current trends.
7. Apply methods of obtaining feedback to understand expectations and promote high-quality personal care services standards.

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Fitness Trainers and Aerobics Instructors
- Child, Family, and School Social Workers
- Health Educators
- Healthcare Social Workers
- Social and Community Service Managers

Mental Health

Unit Objectives & Activities

The objectives for this Health Career Area (HCA) are:

- Identify the roles of mental health professionals, and the preparation for each occupation.
- Recognize some of the symptoms and treatment for depression, drug and alcohol disorders, and eating disorders.
- Identify the causes and treatments for bullying behavior.
- Identify types of learning disabilities and treatment options.
- Recognize causes and treatment for post-traumatic stress disorder (PTSD).
- Recognize the signs of potential suicide and appropriate intervention.
- Recognize symptoms and causes of mania and bipolar disorder, and schizophrenia.

Here are the activities in this HCA:

Day 1: Mental Health Overview and Terminology

Day 2: Depression and active listening

Day 3: Values and Empathy

Day 4: Substance Abuse Treatment View

Day 5: Test and Writing Assessment

Day 6: Anti-Bullying Poster

Day 7: ADHD Simulation

Day 8: Stress Bingo

Day 9: Mental Illness Myths

Day 10: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Mental Health unit is classified under the Human Services Industry Sector. Individuals who work in the Human Services Industry Sector demonstrate the following skills and knowledge:

1. Evaluate principles of planning, development, implementation and evaluation to accomplish long-range goals in the human services.
2. Evaluate the role of the family, community and human services in society and the economy.
3. Use effective communication with human services clients and their families.
4. Demonstrate ethical and legal conduct in human services settings.
5. Evaluate career opportunities in each of the Human Services Career Pathways.
6. Explain how human development principles enhance the wellbeing of individuals and families.

Career Pathway

There are hundreds of related careers in the Health Science and Medical Technology Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Counseling & Mental Health Services Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Health Science and Medical Technology Industry Sector. Individuals in the Counseling & Mental Health Services Career Pathway demonstrate the following skills and knowledge:

1. Use clear written, spoken and nonverbal messages when communicating with clients about mental health services and the counseling process.
2. Utilize functional and specialized assessments to evaluate needs and solutions for counseling and mental health.
3. Evaluate client motivation, strengths and weaknesses to develop a client treatment program.
4. Demonstrate knowledge of an operational mental health or counseling program that meets organizational goals.
5. Demonstrate the ethical and legal responsibilities of counseling and mental health services.
6. Choose appropriate counseling and therapy techniques to serve identified needs.

Planning Your Career

By working through this unit, you will begin your journey toward developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and the means to achieve those opportunities.

Related Careers:

- Psychologist
- Marriage and Family Therapist
- Substance Abuse and Behavioral Disorder Counselors
- Rehabilitation Counselor
- Social Worker
- School Guidance Counselor
- Mental Health Counselor
- Counseling Psychologist
- Psychiatrist

Narrative Writing in Context:

You are a licensed clinical social worker and you work in a community health clinic. You work with nurses, physical therapists, pharmacists, and other health professionals. You are the only one who is a mental health professional. Your co-workers are familiar with depression, but they may not be aware of new treatments that are proving to be very effective. You have been asked to give a short presentation to your co-workers discussing the symptoms and treatments for depression. You are going to prepare written notes to make sure your presentation is accurate.

Background: You might begin by describing that depression is more than sadness. Other symptoms can include loss of energy, changes in appetite or sleeping, feelings of anxiety, irritability, and loss of interest in normal activities. The person may have a feeling that things are hopeless. The important thing to recall is that depression is a serious condition that must be treated. In discussing treatments, explain the options and the combinations that usually produce the best outcomes. These can include different types of therapy, medications, and activities, often in combination.

Your explanation should be about 300 words, or about one page long.

Nursing

Unit Objectives & Activities

The objectives for this Health Career Area (HCA) are:

- Identify commonly used medical terminology relating to anatomy and treatment.
- Identify the responsibilities and relationships between different nursing occupations.
- Recognize the link between sanitation and infection.
- Demonstrate basic nursing skills including taking vital signs, using a stethoscope, taking a blood sample, and treating a wound.
- Demonstrate effective communication skills in working with patients and families.
- Use mathematics to calculate dosages and to evaluate effective treatments.

Here are the lessons in this HCA:

Day 1: Nursing Overview and Terminology

Day 2: Hand Washing

Day 3: Vital Signs - ABC: Airway, Breathing, and Circulation

Day 4: Phlebotomy

Day 5: Test and Writing Assessment

Day 6: Sensing Patient Health

Day 7: Measurement, Dilutions, and Calculations

Day 8: Oral Communications, Patient Education

Day 9: Suturing

Day 10: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Nursing unit is classified under the Health Science and Medical Technology Industry Sector. Individuals who work in the Health Science and Medical Technology Industry Sector demonstrate the following skills and knowledge:

1. Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
2. Explain the healthcare worker's role within their department, their organization, and the overall healthcare system.
3. Identify existing and potential hazards to clients, coworkers, visitors, and self in the healthcare workplace.
4. Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
5. Analyze the legal and ethical responsibilities, limitations and implications of actions within the healthcare workplace.
6. Evaluate accepted ethical practices with respect to cultural, social and ethnic differences within the healthcare workplace.

Career Pathway

There are hundreds of related careers in the Health Science and Medical Technology Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Diagnostic Services Career Pathway. Individuals in this pathway share

a set of skills and knowledge that expands on the skills and knowledge needed in the Health Science and Medical Technology Industry Sector. Individuals in the Diagnostic Services Career Pathway demonstrate the following skills and knowledge:

1. Communicate key diagnostic information to healthcare workers and patients in an accurate and timely manner.
2. Assess and report patient's/client's health status in order to monitor and document patient progress.
3. Demonstrate the principles of body mechanics for positioning, transferring and transporting of patients/clients, and perform them without injury to the patient/client or self.
4. Explain procedures and goals to the patient/client accurately and effectively, using strategies to respond to questions and concerns.
5. Select, demonstrate and interpret diagnostic procedures.

Planning Your Career

By working through this unit, you will begin your journey toward developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and the means to achieve those opportunities.

Related Careers:

- Registered Nurse
- Certified Nursing Assistant
- Clinical Nurse Specialist
- Informatics Nurse Specialist
- Phlebotomist
- Licensed Practical Nurse
- Nurse Practitioner
- Physician Assistant

Examine the Problem

You are an emergency room nurse. A family comes into the hospital with a 2-year-old female child in distress. Her mother thinks the child found a bottle of dishwashing liquid under the sink and has swallowed some of it. The doctor examines the child and performs some tests and indicates that while the child will not feel well for several hours, there has been no permanent physical damage to the child.

As a nurse who is concerned about public safety, you need to decide whether to encourage the parents to put child proof latches and locks on cupboards and storage areas, or say nothing at all. If yes, what will you say to them? If not, why do you think it is not appropriate for you to say anything?

Background: See Tips to Prevent Poisonings: Safety Tips for You, Your Family, and Friends adapted from the American Association of Poison Control Centers' poison prevention tips for children and adults.

Your argumentative writing piece should be about 300 words or about one page.

Hospitality, Tourism, and Recreation Industry Sector

Choose from Hospitality & Tourism Management, Introduction to Culinary Arts

Hospitality & Tourism Management

Unit Objectives & Activities

The management and entrepreneurial skills necessary to work in establishments related to the field of hospitality and tourism.

Here are the activities in this unit:

Activity: Hospitality & Tourism Key Terms & Concepts

Activity: Be Our Guest

Activity: Bon Appetit - Table for Two

Activity: Where To? - Travel & Tourism

Activity: College & Career Ready Gift Bags

Activity: Narrative Writing & Checkpoint Test

Activity: Let's Meet - Conference Room Layout Styles

Activity: Design Brief

Activity: Argumentative Writing, Career Planning & Checkpoint Test

Industry Sector Objectives

This Hospitality & Tourism Management unit is classified under the Hospitality, Tourism, and Recreation Industry Sector. Individuals who work in the Hospitality, Tourism, and Recreation Industry Sector demonstrate the following skills and knowledge:

1. Describe the key components of marketing and promoting hospitality and tourism products and services.
2. Evaluate the nature and scope of the Hospitality, Tourism, and Recreation Industry Sector and the role of hospitality and tourism in society and the economy.
3. Demonstrate hospitality and tourism customer service skills that meet customers' needs.
4. Describe employee rights and responsibilities and employers' obligations concerning occupational health and safety in the hospitality and tourism workplace.
5. Identify potential, real and perceived hazards and emergency situations and determine the appropriate safety and security measures in the hospitality and tourism workplace.
6. Describe career opportunities and the means to attain those opportunities in each of the Hospitality, Tourism, and Recreation Career Pathways.

Career Pathway

There are hundreds of related careers in the Hospitality, Tourism, and Recreation Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit aligns with all of the pathways within the Hospitality, Tourism, and Recreation Industry Sector and will be discussed in greater detail throughout.

These pathways include:

- Lodging Career Pathway
- Restaurants and Food/Beverage Services Career Pathway
- Travel & Tourism Career Pathway
- Recreation, Amusements & Attractions Career Pathway

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this industry sector. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit, you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Meeting, Convention, and Event Planners
- Hotel, Motel, and Resort Desk Clerks
- Lodging Managers
- Recreation Workers
- Chefs and Head Cooks
- Food Service Managers
- Reservation and Transportation Ticket Agents and Travel Clerks
- Travel Agents
- Concierges

Introduction to Culinary Arts

Unit Objectives & Activities

The Intro to Culinary Arts unit is an exploration of the principles and fundamental techniques needed for basic food preparation.

Here are the activities in this unit:

Activity: Safety, Sanitation, Terminology and Tools

Activity: No Bake Energy Bites

Activity: Baking and Equivalents

Activity: Presentation and Creating a Garnish

Activity: Cooking Methods

Activity: Narrative Writing & Checkpoint Test

Activity: Cooking Scrambled Eggs

Activity: Design Brief

Activity: Argumentative Writing, Career Planning & Checkpoint Test

Industry Sector Objectives

This Introduction to Culinary Arts unit is classified under the Hospitality, Tourism, and Recreation Industry Sector. Individuals who work in the Hospitality, Tourism, and Recreation Industry Sector demonstrate the following skills and knowledge:

1. Describe the key components of marketing and promoting hospitality and tourism products and services.
2. Evaluate the nature and scope of the Hospitality, Tourism, and Recreation Industry Sector and the role of hospitality and tourism in society and the economy.
3. Demonstrate hospitality and tourism customer service skills that meet customers' needs.
4. Describe employee rights and responsibilities and employers' obligations concerning occupational health and safety in the hospitality and tourism workplace.
5. Identify potential, real and perceived hazards and emergency situations and determine the appropriate safety and security measures in the hospitality and tourism workplace.
6. Describe career opportunities and the means to attain those opportunities in each of the Hospitality, Tourism, and Recreation Career Pathways.

Career Pathway

There are hundreds of related careers in the Hospitality, Tourism, and Recreation Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Restaurants & Food/ Beverage Services Career Pathway. Individuals in this pathway share a set of skills and knowledge that expand on the skills and knowledge needed in the Hospitality, Tourism, and Recreation Industry Sector. Individuals in the Restaurants & Food/ Beverage Services Career Pathway demonstrate the following skills and knowledge:

1. Describe ethical and legal responsibilities in food and beverage service facilities.
2. Demonstrate safety and sanitation procedures in food and beverage service facilities.
3. Use information from cultural and geographical studies to guide customer service decisions in food and beverage service facilities.
4. Demonstrate leadership qualities and collaboration with others.
5. Research costs, pricing, market demands and marketing strategies to manage profitability in food and beverage service facilities.
6. Explain the benefits of the use of computerized systems to manage food service operations and guest service.
7. Utilize technical resources for food services and beverage operations to update or enhance present practice.
8. Implement standard operating procedures related to food and beverage production and guest service.
9. Describe career opportunities and qualifications in the restaurant and food service industry.
10. Apply listening, reading, writing and speaking skills to enhance operations and customer service in food and beverage service facilities.

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Waiter
- Waitress
- Baristas
- Bakers
- Chefs and Head Cooks
- Food Preparation Workers
- Food Service Managers
- First-Line Supervisors of Food Preparation and Serving Workers
- Dietetic Technicians

Research & Development

Unit Objectives & Activities

Research & Development integrates the principles of design and engineering with computer applications, measurement and problem solving. In this unit, you will design and construct a CO₂ powered racer and produce sketches, layouts and prototypes. You will apply mathematical formulas to anticipate performance, study the effects of weight, aerodynamics and alignment. You will also measure the speed of a vehicle you design and build using a digitally timed raceway.

In this unit you will:

- Identify and define specifications and tolerances and their required use in vehicle design.
- Produce a prototype following the design/development rules.
- Apply, appropriately use, and enforce safety procedures when using tools and machines.
- Define, demonstrate and use in application, the laws of aerodynamics and mass in order to maximize vehicle performance.
- Design safety restraint and airbag systems and destructively test for effectiveness.
- Use “crush zone” engineering in a vehicular design program and test for integrity.

Here are the activities in this unit:

Activity: Parts and Materials Inventory

Activity: Specifications and Limitations

Activity: Thumbnail Sketches

Activity: Rough Sketches

Activity: Internet Research - Drag Racing

Activity: Final Drawing and Template

Activity: Final Drawing and Prototype

Activity: Dragster Construction

Activity: Test and Writing Assessment

Activity: Dragster Body Shaping and Smoothing

Activity: Internet Research - Vehicle Safety

Activity: Design Brief

Activity: Designing a Vehicle

Activity: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Research and Development unit is classified under the Manufacturing and Product Development Industry Sector. Individuals who work in the Manufacturing and Product Development Industry Sector demonstrate the following skills and knowledge:

1. Apply engineering skills in a project that requires project management, process control and quality assurance.
2. Use technology to acquire, manipulate, analyze and report data.

3. Describe and follow safety, health and environmental standards related to science, technology, engineering and mathematics (STEM) workplaces.
4. Understand the nature and scope of the Manufacturing and Product Development Industry Sector and the role of STEM in society and the economy.
5. Demonstrate an understanding of the breadth of career opportunities and means to those opportunities in each of the Manufacturing and Product Development Career Pathways.
6. Demonstrate technical skills needed in a chosen Manufacturing and Product Development field.

Career Pathway

There are hundreds of related careers in the Manufacturing and Product Development Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Engineering and Technology Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Manufacturing and Product Development Industry Sector. Individuals in the Engineering and Technology Career Pathway demonstrate the following skills and knowledge:

1. Use STEM concepts and processes to solve problems involving design and/or production.
2. Display and communicate STEM information.
3. Apply processes and concepts for the use of technological tools in STEM.
4. Apply the elements of the design process.
5. Apply the knowledge learned in STEM to solve problems.
6. Apply the knowledge learned in the study of STEM to provide solutions to human and societal problems in an ethical and legal manner.

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Automotive Engineer
- Mechanical Engineers
- Graphic Artists
- Safety Engineer

Marketing, Sales, and Services Industry Sector

Design & Marketing

Unit Objectives & Activities

The Design and Marketing unit is an exploration of the fundamental elements and principles of modern design with an emphasis on providing design solutions that meet marketing strategies from concept to completion.

Here are the activities in this unit:

Activity: Elements & Principles of Design Matrix

Activity: Creating a Color Palette

Activity: Decorating Styles & Design Boards

Activity: Designing Fashion

Activity: Narrative Writing & Checkpoint Test

Activity: The 4 Ps of the Marketing Mix

Activity: Design Brief

Activity: Argumentative Writing, Career Planning & Checkpoint Test

Industry Sector Objectives

This Design & Marketing unit is classified under the Marketing, Sales, and Services Industry Sector. Individuals who work in the Marketing Industry Sector demonstrate the following skills and knowledge:

1. Describe the impact of economics, economic systems and entrepreneurship on marketing.
2. Implement marketing research to obtain and evaluate information for the creation of a marketing plan.
3. Plan, monitor, manage and maintain the use of financial resources for marketing activities.
4. Plan, monitor and manage the day-to-day activities required for continued marketing business operations.
5. Describe career opportunities and the means to achieve those opportunities in each of the Marketing Career Pathways.
6. Select, monitor and manage sales and distribution channels.
7. Determine and adjust prices to maximize return while maintaining customer perception of value.
8. Obtain, develop, maintain and improve a product or service mix in response to market opportunities.
9. Communicate information about products, services, images and / or ideas to achieve a desired outcome.
10. Use marketing strategies and processes to determine and meet client needs and wants.

Career Pathway

There are hundreds of related careers in the Marketing, Sales, and Services Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Visual Arts Career

Pathway of the Arts, Media, and Entertainment Industry Sector. Individuals in this pathway share a set of skills and knowledge that expand on the skills and knowledge needed in the Arts, Media, and Entertainment Industry Sector. Individuals in the Visual Arts Career Pathway demonstrate the following skills and knowledge:

1. Describe the history and evolution of the visual arts and its role in and impact on society.
2. Analyze how the application of visual arts elements and principles of design communicate and express ideas.
3. Analyze and create two-and three-dimensional visual art forms using various media.

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Commercial and Industrial Designers
- Fashion Designers
- Graphic Designers
- Art Directors
- Advertising and Promotions Managers
- Marketing Managers
- Green Marketers
- Market Research Analysts and Marketing Specialists
- Merchandise Displayers and Window Trimmers

Public Services Industry Sector

Choose from Forensic Science, Emergency & Fire Management Services, Occupational Health & Safety

Forensic Science

Unit Objectives & Activities

In this unit, you will explore the history of forensics and gain an understanding of how the use of science and math have augmented criminal investigation. You will learn how to lift a latent fingerprint, and study basic fingerprint patterns. You will also use a computer-based microscope to investigate fiber samples and paper chromatography.

In this unit you will:

- Explore how forensic science is used in criminal investigations.
- Apply the principles of forensic science to a hypothetical crime.
- Use applied mathematics to help solve a forensic investigation.
- Gain an understanding of the tools and equipment used in forensic investigation.
- Determine through experimentation, the properties and characteristics of various materials.
- Learn how to take fingerprints and complete FBI identification cards.

Here are the activities in this unit:

Activity: Internet Research - Crime Scene Investigator

Activity: Learning to Use the Proscope

Activity: Investigating Fibers

Activity: Using Ink Chromatography

Activity: Internet Research - FBI Fingerprinting and Investigating Fingerprints

Activity: Test and Writing Assessment

Activity: Finding Evidence in the Soil

Activity: Latent Fingerprints

Activity: Internet Research - Composite Drawing

Activity: Design Brief

Activity: Test, Writing Assessment, and Career Planning

Industry Sector Objectives

This Forensic Science unit is classified under the Public Services Industry Sector. Individuals who work in the Public Services Industry Sector demonstrate the following skills and knowledge:

1. Apply engineering skills in a project that requires project management, process control and quality assurance.
2. Use technology to acquire, manipulate, analyze and report data.
3. Describe and follow safety, health and environmental standards related to science, technology, engineering and mathematics (STEM) workplaces.
4. Understand the nature and scope of the Public Services Industry Sector and the role of STEM in society and the economy.

5. Demonstrate an understanding of the breadth of career opportunities and means to those opportunities in each of the Public Services Career Pathways.
6. Demonstrate technical skills needed in a chosen Public Services field.

Career Pathway

There are hundreds of related careers in the Public Services Industry Sector, some more similar than others. By classifying these similar careers into narrower categories called pathways, it helps individuals look at a range of options when it comes to employment in an area with similar skills and knowledge. Although this system of classifying careers into sectors and pathways is helpful in navigating career options, it is not the only way. This unit is more specifically aligned with the Science and Math Career Pathway. Individuals in this pathway share a set of skills and knowledge that expands on the skills and knowledge needed in the Public Services Industry Sector. Individuals in the Science and Math Career Pathway demonstrate the following skills and knowledge:

1. Apply science and mathematics to provide results, answers and algorithms for engineering and technological activities.
2. Apply science and mathematics concepts to the development of plans, processes and projects that address real world problems.
3. Analyze the impact that science and mathematics has on society.
4. Apply critical thinking skills to review information, explain statistical analysis, and to translate, interpret and summarize research and statistical data.

Planning Your Career

By working through this unit, you will begin your journey to developing the skills and knowledge to be successfully employed in this pathway. By taking your experience and building on it by applying these skills in different scenarios you will be better prepared to take the next step in your educational path. At the end of this unit you will select two of the related careers and describe the means to achieve those opportunities.

These are the careers you will explore in this unit:

- Police Officer
- Detective
- Crime Scene Investigator
- Criminalist
- FBI Agent
- Soil Scientist
- Forensic Scientist