



# ENLIGHTIUM ACADEMY

Ignitia™ Career and Technical Education  
Electives

Career Management

Enlightium Academy invites you to open the door to career and college readiness with Career and Technical Education (CTE) courses from Alpha Omega Publications - Ignitia™.

These rigorous, hands-on courses for grades 7-12 promote critical thinking, emphasize problem solving, and encourage students to take responsibility for their own learning. With 24 CTE courses divided into six clusters, these courses put students on practical paths to post-graduate success.

Should you have any questions about the curriculum, please contact [support@enlightiumacademy.com](mailto:support@enlightiumacademy.com) or call Enlightium Academy Customer Support at (866) 488-4818 ext. 2017.

If you have questions about technical support or product configuration, please see the information below for Alpha Omega Publications.

### **Alpha Omega Publications Technical Support**

Alpha Omega Publications' technical support is Ignitia™'s full-service technical support system. We exist to promote and preserve our customers' satisfaction. Our services include:

- Technical Support
- Product Configuration and Update Management

Please use the following information to contact Alpha Omega Publications' technical support:

**Online:**

Access our helpful Technical Support website simply by clicking on the life preserver located in the upper-right corner of any screen in our program!

**Telephone:**

Toll Free: 1-877-251-6662  
Monday –Friday 7 a.m. to 5 p.m. (CT)

**COURSE OVERVIEW**

Career Management assists students in their preparation for career selection. The course is designed to improve workforce skills needed in all careers including:

- communication
- leadership
- teamwork
- decision making
- problem solving
- goal setting
- time management

Students will complete activities that help identify personal interests, aptitudes, and learning styles. Students will use results of self-assessments to determining careers that may prove personally satisfying.

Students will complete an in-depth career research activity that can be repeated for each future career decision. Students will also create a career portfolio as they work through the curriculum.

**Objectives**

- Examine the idea of work and what work entails.
- Analyze personal skills, aptitudes, and interests in order to choose a compatible career.
- Conduct career research while utilizing a variety of resources, both print and online.
- Create a lifestyle budget and career plan.
- Identify the steps necessary to prepare for chosen careers.
- Identify important elements of a resume and cover letter.
- Analyze and implement steps for problem solving and decision making.

**Requirements:**

Students will have to research different aspects of careers and will rely heavily on the Career Clusters developed by the U.S. Department of Education. They also will be asked to find and summarize job related information such as potential income, job requirements, and basic employability skills.

Some of the tasks in the chapter projects ask for answers that can be found in the lessons themselves, while others require research using the Internet. Students should have access to a computer with Internet and a good working knowledge of how to find information on the Web. While sample URLs are usually presented as a starting point, the student should have a basic knowledge of using search engines to find specific information.

UNIT 1: WHAT IS WORK?				
Assignment Titles				
Career Management	1.	Course Overview	16.	Project: Basic Employability Skills*
	2.	The Purpose of Work	17.	Problem Solving
	3.	Personal Benefits Of Work	18.	Project: Problem Solving*
	4.	Wages and Employment Benefits	19.	Lifelong Learning and Technology
	5.	Project: Time Sheet	20.	Career Clusters: Part 1
	6.	Project: Earnings Statement	21.	Project: Hospitality and Tourism Brochure*
	7.	Lifestyle Goals	22.	Quiz 2: Elements of Work
	8.	Project: Lifestyle Budget	23.	Alternate Quiz 2: Form A: Elements of Work*
	9.	Societal Benefits of Work	24.	Alternate Quiz 2: Form B: Elements of Work*
	10.	Quiz 1: What is Work?	25.	Special Project*
	11.	Alternate Quiz 1: Form A: What is Work?*	26.	Review
	12.	Alternate Quiz 1: Form B: What is Work?*	27.	Test
	13.	Basic Work Qualifications	28.	Alternate Test: Form A*
	14.	Work Environment	29.	Alternate Test: Form B*
	15.	Basic Employability Skills	30.	Glossary and Credits

UNIT 2: SELF-ASSESSMENT		
Assignment Titles		
Career Management	1. Your Interests	16. Teamwork and Collaboration
	2. Skills and Aptitudes	17. Project: Teamwork*
	3. Project: Extended Activity - Play Web-based Aptitude, Skill, and Value Game*	18. Career Clusters: Part 2
	4. Project: Interests, Skills, and Aptitudes	19. Project: Arts, AV Technology and Communications Brochure*
	5. Personality Traits and Values	20. Quiz 2: Developing Interpersonal Skills
	6. Project: Extended Activity - Inherited Values*	21. Alternate Quiz 2: Form A: Developing Interpersonal Skills*
	7. Learning Styles	22. Alternate Quiz 2: Form B: Developing Interpersonal Skills*
	8. Project: Complete a Transferable and Self-Management Skills Inventory	23. Special Project*
	9. Quiz 1: Assessing Yourself	24. Review
	10. Alternate Quiz 1: Form A: Assessing Yourself*	25. Test
	11. Alternate Quiz 1: Form B: Assessing Yourself*	26. Alternate Test: Form A*
	12. Listening	27. Alternate Test: Form B*
	13. Speaking	28. Glossary and Credits
	14. Writing	
	15. Project: Giving and Receiving Directions	

UNIT 3: CAREER RESEARCH		
Assignment Titles		
Career Management	1. Project: Predict Career Information	15. Quiz 2: Research Sources and Skills
	2. Career Skills, Tasks, and Tools	16. Alternate Quiz 2: Form A: Research Sources and Skills*
	3. Project: Career Skills, Tasks, and Tools*	17. Alternate Quiz 2: Form B: Research Sources and Skills*
	4. Career Education, Training, and Qualifications	18. Project: Career Research
	5. Career Wages and Benefits	19. Project: Career Portfolio
	6. Career Outlook	20. Project: Post-Secondary Education Portfolio
	7. Project: Extended Activity : Career Outlook*	21. Career Clusters: Part 3
	8. Quiz 1: Research Criteria	22. Project: Transportation, Distribution and Logistics Brochure*
	9. Alternate Quiz 1: Form A: Research Criteria*	23. Special Project*
	10. Alternate Quiz 1: Form B: Research Criteria*	24. Review
	11. Internet Research	25. Test
	12. Library and Print Resources	26. Alternate Test: Form A*
	13. Additional Research Resources	27. Alternate Test: Form B*
	14. Evaluate and Use Multiple Resources	28. Glossary and Credits

UNIT 4: PLANNING FOR YOUR CAREER		
Assignment Titles		
Career Management	1. Workplace Etiquette	15. Project: Thinking Skills
	2. Project: Work Poem*	16. Extracurricular Activities
	3. Workplace Trends	17. Quiz 2: Decision Making
	4. Emerging Careers	18. Alternate Quiz 2: Form A: Decision Making*
	5. Adjusting to Workplace Trends	19. Alternate Quiz 2: Form B: Decision Making*
	6. Self-improvement	20. Project: Academics Portfolio
	7. Quiz 1: Workplace Considerations	21. Project: Activities Portfolio
	8. Alternate Quiz 1: Form A: Workplace Considerations*	22. Career Clusters: Part 4
	9. Alternate Quiz 1: Form B: Workplace Considerations*	23. Project: Marketing Brochure*
	10. Decision-making Steps	24. Special Project*
	11. Goal Setting	25. Review
	12. Project: Setting Goals	26. Test
	13. Conflict Management	27. Alternate Test: Form A*
	14. Thinking Skills	28. Alternate Test: Form B*
	29. Glossary and Credits	

<b>UNIT 5: PREPARING FOR YOUR CAREER</b>		
<b>Assignment Titles</b>		
<b>Career Management</b>	1. Resumes	13. What to Expect During an Interview
	2. Project: Resume*	14. Researching Potential Employers
	3. Cover Letters	15. Interview Behavior/Skills
	4. Project: Cover Letters*	16. Interview Follow-up
	5. Job Applications	17. Quiz 2: Contact with Employers
	6. Project: Job Application*	18. Alternate Quiz 2: Form A: Contact with Employers*
	7. Your Professional Online Presence	19. Alternate Quiz 2: Form B: Contact with Employers*
	8. Project: Professional Presence*	20. Special Project*
	9. Quiz 1: Creating Employment Documents	21. Review
	10. Alternate Quiz 1: Form A: Creating Employment Documents*	22. Test
	11. Alternate Quiz 1: Form B: Creating Employment Documents*	23. Alternate Test: Form A*
	12. Finding Job Leads	24. Alternate Test: Form B*
	25. Glossary and Credits	

  

<b>UNIT 6: COURSE REVIEW AND EXAM</b>		
<b>Assignment Titles</b>		
<b>Career Management</b>	1. Course Review	3. Alternate Exam: Form A*
	2. Exam	4. Alternate Exam: Form B*

(\*) Indicates alternate assignment