



ENLIGHTIUM ACADEMY

Ignitia™ Career and Technical Education
Electives

Introduction to Careers in Education
and Training

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 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

The Introduction to Careers in Education and Training course will introduce students to the field of education and training, and the opportunities available for early-childhood care, primary school, secondary school, higher education, vocational training, and adult and continuing education. The students will gain an understanding of the career options available in teaching, administrative work, and support services. They will also explore the education and background experience needed to succeed in these careers.

Students will learn about the evolution of the modern educational system in the United States, and the policies and laws that govern educational institutions. They will also discover the similarities and differences between the ethical and legal obligations of working with adults versus working with children.

Students will learn about the skills needed to be effective communicators. They will also learn how to differentiate between different types of learning theories, and they will explore how to implement current principles from educational psychology into the classroom.

Students will also learn how to create a safe and healthy learning environment. They will discover the federal laws and agencies that set health-and-safety standards, and they will learn how these regulations are enforced in the workplace.

The objective of this course is to introduce the student to the field of education and training, and to explain the career opportunities that are available in this field.

Objectives

- Apply communication skills with students, parents, and other groups to enhance learning and a commitment to learning.
- Demonstrate critical-thinking skills while processing educational communications, perspectives, policies, and/or procedures.
- Categorize risks to safety, health, and the environment in education and training settings.
- Demonstrate group-collaboration skills to enhance professional education and training practice.
- Analyze ethical and legal policies of professional education and training practice.
- Describe legal rights that apply to individuals and practitioners within education and training settings.
- Define state and federal professional development requirements to maintain employment and to advance in an education and training career.
- Apply organizational skills and logic to enhance professional education and training practice.
- Demonstrate group-management skills that enhance professional education and training practice.

INTRODUCTION TO CAREERS IN EDUCATION AND TRAINING	UNIT 1: EDUCATION AND TRAINING: HISTORICAL PERSPECTIVES, INTRODUCTION AND CRITICAL SKILLS	
	Assignment Titles	
	1. Course Overview	10. Overcoming Communication Barriers
	2. Historical Foundations of Education and Training	11. Educational Funding Opportunities to Improve Schools
	3. Project: What Did Children Learn	12. Project: Write an Educational Grant Proposal
	4. Current Trends and Social, Political, and Economic Goals of Education and Training	13. Quiz 2: Communication Skills in Education and Training
	5. Overview of Careers in Education and Training	14. Project: Special Project*
	6. Project: Create a Job Advertisement	15. Test
	7. Quiz 1: Education and Training: Historical Perspectives, Introduction, and Critical Skills	16. Course Project Part 1: You are the Teacher*
	8. Communication Skills 101	17. Glossary and Credits
	9. Project: Evaluate Communication Skills	

UNIT 2: LEARNING STYLES AND COLLABORATIVE LEARNING

Assignment Titles	
1. Learning and Learning Theories	10. Careers in Instructional Design
2. Project: Write a Classroom Activity	11. Project: Write a Resume for an Instructional Designer
3. How To Encourage Students To Want To Learn	12. Quiz 2: Collaborative Learning and Group Skills in Education and Training
4. How To Encourage Students to Think about Their Thinking	13. Project: Special Project*
5. Project: Develop Your Metacognitive Skills	14. Test
6. Quiz 1: Cognition and Learning	15. Course Project Part 2: Design a Student Activity*
7. Group Dynamics	16. Glossary and Credits
8. Project: Diagram your Groups	
9. When Teachers and Students Learn Together	

UNIT 3: EDUCATIONAL POLICY AND HUMAN RESOURCE DEVELOPMENT

Assignment Titles	
1. Careers in Educational Research and Policy	9. Meeting Models
2. Project: Investigate Career Options	10. Careers in Human Resources Development
3. Federal Policies on Primary and Secondary Education	11. Project: Design Your Undergraduate Curriculum
4. Federal Policies on Adult Education	12. Quiz 2: Human Resource Development
5. Project: Create an Informational Poster	13. Project: Special Project*
6. Quiz 1: Perspectives in Educational Policy	14. Test
7. Conflict Management and Resolution	15. Course Project Part 3: Resolve Potential Conflicts*
8. Project: Design a Conflict Resolution Pamphlet	16. Glossary and Credits

UNIT 4: ETHICAL AND LEGAL POLICIES OF CAREERS IN EDUCATION AND TRAINING

Assignment Titles	
1. Legal Responsibilities of Working with Children and Adolescents	9. Ethics in Higher Education
2. Project: The People Behind the Laws	10. Careers in Higher Education
3. Ethical Responsibilities in Education and Training	11. Project: Biography of a College President
4. Careers in Social Work, Psychology, and School Counseling	12. Quiz 2: Ethical and Legal Responsibilities of Working with Adults
5. Project: Interview a Professional	13. Project: Special Project*
6. Quiz 1: Ethical and Legal Responsibilities of Working with Children and Adolescents	14. Test
7. Laws Governing Higher Education	15. Course Project Part 4: Research Local, State, and Federal Education Laws*
8. Project: Research a School's Financial Aid Options	16. Glossary and Credits

UNIT 5: HEALTH AND SAFETY IN EDUCATION AND TRAINING

Assignment Titles	
1. Health and Safety Regulations in Early Child-care Settings	9. Training for Health and Safety in the Workplace
2. Project: Create an Informational Brochure	10. Careers in Health and Safety
3. Health and Safety Regulations in K-12 Schools	11. Project: Create a Chart Comparing Careers in Health and Safety
4. Careers in Health and Safety in Schools	12. Quiz 2: Health and Safety in the Workplace
5. Project: Write a School Newspaper Article that Highlights the Contributions of School Health and Safety Personnel	13. Project: Special Project*
6. Quiz 1: Health and Safety in the School Setting	14. Test
7. Health and Safety Regulations in the Workplace	15. Course Project Part 5: Design a Safe and Healthy Learning Space*
8. Project: Create an Informational Poster	16. Glossary and Credits

UNIT 6: COURSE PROJECT, REVIEW, AND EXAM

Assignment Titles	
1. Course Project Part 6: Write an Educational Grant Proposal *	2. Review
	3. Exam

(*) Indicates alternate assignment