



## Career Life Education Course Outline

Ms. Morran

Norkam Senior Secondary

### **Acknowledgement**

I acknowledge that Norkam Senior Secondary is located on the traditional and unceded land of the Secwepemc Nation. I am grateful for the Secwepemc Nation's generosity and hospitality while I live, learn, and work in their territory.

**You can contact Ms. Morran at [smorran@sd73.bc.ca](mailto:smorran@sd73.bc.ca)**

**Google Classroom Code: adlbwkm**

### **Ms. Morran's Classroom Expectations**

- Respect is key. Everyone in the classroom respects each other, the course content, the classroom and the objects it contains.
- Listen to others while they are talking. Raise your hand if you have a question or comment.
- Arrive at class on time and prepared with all your materials.
- Ask before leaving the room. Only one student will be permitted to leave at a time.
- Cell phones are not to be used during lessons or while others are presenting.
- During work time, cell phones should only be used to listen to music.
- If your cell phone is a distraction, you will be given one warning before it is taken away.

### **Assessment:**

Assignments and Projects	60%
Chatter High	10%
Resume	15%
Cover Letter	10%
Mock Job Interview	5%

Please note that individual assignment marks will not be visible on MyEd BC. I do my very best to get assignments marked in a timely manner. If you would like to check your progress in the class, feel free to email or ask in person at an appropriate time (lunch, break, after class, during work time).



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**Course Content**

<b>Big Ideas for Career Life Education</b>				
<b>Career-life choices are made in a recurring cycle of planning, reflecting, adapting, and deciding.</b>	<b>Career-life decisions are influenced by internal and external factors, including local and global trends.</b>	<b>Cultivating networks and reciprocal relationships can support and broaden career-life awareness and options.</b>	<b>Finding balance between personal and work life promotes well-being.</b>	<b>Lifelong learning fosters career-life opportunities.</b>

<b>Topics and Example Content</b>
<b>Personal Awareness</b> ◦ Personal Values ◦ Strengths and Skills ◦ SMART Goals ◦
<b>Preparing for a Job</b> ◦ Resume ◦ Cover Letter ◦ Job interviews ◦
<b>Careers and Post-Secondary Options</b> ◦ Types of Careers ◦ Post-Secondary Options ◦ Finding a Career That Fits ◦ Job Market Trends ◦
<b>Mentorship</b> ◦ Past, Present, and Future Mentors ◦ Finding a Mentor ◦ Professional Email Writing ◦
<b>Worksafe</b> ◦ Safety on the Job ◦ Rights and Responsibilities ◦ Employment Standards ◦
<b>Finance</b> ◦ Budgets ◦ Credit Cards ◦ Financing ◦ Gross vs. Net Pay ◦ Stocks ◦
<b>Personal Growth and Self Care</b> ◦ Work-Life Balance ◦ Contingency Plans ◦ Digital Citizenship ◦ Lifelong Learning ◦