

**Career Investigation Course Syllabus**  
**North St. Paul-Maplewood-Oakdale School District 622**  
**North High School**

**Prerequisites: none**

**One Trimester**

**1 Credit**

**Required**

**Available to: Grade 11**

**COURSE DESCRIPTION:**

This course is designed to provide you with an understanding of a variety of career clusters, as well as attributes and aptitudes needed in particular types of occupations.

**CURRICULUM:**

- ❖ Assess and evaluate one's own current abilities, interests, and values.
- ❖ Explore various careers by locating and utilizing various resources.
- ❖ Research, evaluate, and assess the information found.
- ❖ Apply the career information researched to personal attributes.
- ❖ Describe their future life and plan how to achieve their future goals.
- ❖ Recognize and define options after high school and evaluate advantages and disadvantages of each option.
- ❖ Begin to recognize the importance of the total high school experience.
- ❖ Reflect on their progression and experiences in the career planning process.

**COURSE OUTLINE:**

Through the course of Career Investigation class you will...

- 🕒 Determine personal interests and aptitudes
- 🕒 Explore and investigate careers
- 🕒 Evaluate career choices in relationship to life goals and personal attributes
- 🕒 Explore different post-secondary education and training options
- 🕒 Develop work readiness skills (resume writing, job searches, etc.)
- 🕒 Develop skills in making decisions and choosing alternatives in planning and pursuing educational and career goals
- 🕒 The student will learn and be able to apply personal financial management and investment practices

**COURSE REQUIREMENTS:**

**Makeup and Late Assignments**

Makeup assignments must be requested the day you return to class and are due within two days for each day absent. This applies only when the assignment was not given prior to the verified absence. All other late assignments will be marked down 25%. If the assignment is more than two days late, it will be marked down 50%.

**Business Department Tardy Policy**

You are expected to be in your assigned seat and ready to learn when the bell rings. If you are tardy three times, your classroom involvement grade will be lowered.

**GRADING PROCEDURES:**

Daily Assignments and Projects	60%
Classroom Involvement Grade	30%
Writing/Reading Quizzes	10%

A = 90%
B = 80%
C = 70%
D = 60%
F = 59%

**RESOURCE MATERIALS:**

“Bridges.” Available <http://www.bridges.com>

“Minnesota Career Information System.” Available [https://mncis.intocareers.org/login\\_noip.asp](https://mncis.intocareers.org/login_noip.asp)

“Career Cruising.” Available <http://www.careercruising.com>

**MATERIALS NEEDED:** Paper/pen or pencil

**CONTACT INFORMATION:**

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