



## World of Work/Wage Earning

This course focuses on career assessment, job skills, interview skills, finding and keeping a job, researching careers, communication techniques, and work ethics. Students should be employed in a Family and Consumer Sciences related area.

- I. Individual as related to work
  - A. Self concept (\*LM, R, TC)
    1. Understanding self
    2. Goals and values
    3. Decision making
      - a. Steps in decision making
      - b. Problem solving
    4. Leadership
      - a. Teamwork
      - b. Leadership skills
      - c. Community service
      - d. FCCLA
  - B. Why work
    1. Advantages and disadvantages
    2. Difference between job and career
  - C. Assessment skills
    1. Personal interests and aptitude
    2. Learning styles
    3. Work interest inventory
- II. Career search (\*LM)
  - A. Career investigation
    1. Traditional resources
    2. Internet resources
    3. Informal strategies
    4. Occupational outlook/economic trends
    5. Job benefits
  - B. Job Attainment
    1. Resources/networking
    2. Self evaluation in job seeking
  - C. Career shadow
- III. Job application/interview (\*LM)
  - A. Letter of application (cover letter)
  - B. Resume
  - C. Application

- 1. Online
  - 2. Paper
- D. Interview (\*LM)
  - 1. Dress for success
  - 2. Body language
  - 3. Communication
- E. Follow up
- F. Accepting/rejecting job offers
- G. Pre-employment testing
- IV. Beginning a New Job
  - A. First day of work challenges
  - B. Company policies
  - C. Employee pay procedures
  - D. . Employee benefits
  - E.. Employee performance reviews
- V. Workplace health and safety
  - A. Good health and career success
  - B. Safe workplace
    - 1. OSHA – Occupational Safety & Health Administration
    - 2. Workers’ compensation
    - 3. Employers’ role/job site responsibilities
  - C. Workplace conservation and environmental practices and policies
  - D. Effective response to workplace emergencies
- VI. Work ethics
  - A. Importance of ethics to employers
  - B. Unethical behaviors
    - 1. Lying to supervisor
    - 2. Lying or falsifying records
    - 3. Stealing and theft
    - 4. Sexual harassment
    - 5. Drug/alcohol abuse
    - 6. Conflict of interest
- VII. Building work relationships (\*LM, R)
  - A. Communication and work
    - 1. Communication styles
      - a. verbal/non-verbal
      - b. passive/assertive/aggressive
    - 2. Techniques
      - a. “I” messages
      - b. Listening
      - c. Telephone communications
      - d. Written business communication
      - e. Public speaking
      - f. Customer service

- g. Internet etiquette
    - 3. Conflict resolution
    - 4. Communication
      - a. Boss
      - b. Co-worker
      - c. Customer
  - B. Attributes for successful employability
    - 1. Attitude
    - 2. Dependability/responsibility
    - 3. Organizational skills
    - 4. Accuracy
    - 5. Etiquette
    - 6. Leaving a job
  - C. Employer management style
    - 1. Types
      - a. Laissez-faire
      - b. Democratic
      - c. Authoritarian
    - 2. Management responsibilities
    - 3. Office organizational skills
      - a. Work area
      - b. Paperwork
      - c. Tasks
      - d. Computer files
  - D. Technology in the workplace
    - 1. Technological literacy
    - 2. Technological advances
    - 3. Programs
      - a. Databases
      - b. Spreadsheets
      - c. Word processing
      - d. Desktop publishing
    - 4. Internet
    - 5. Social media
    - 6.. Copyright laws
- VIII. Workplace legal matters
- A. Laws and labor unions
  - B. Civil and criminal laws
  - C. Legal services
- IX. Economics and the Consumer (\*LM)
- A. Free enterprise system
  - B. Supply and demand
  - C. Global economy
  - D. Consumer fraud

- X. Entrepreneurship (\*CA)
  - A. Advantages and disadvantages
  - B. Becoming a business owner
  - C. Forms of business ownership
  - D. Establishing a new business
- XI. Managing financial decisions (\*LM)
  - A. Budgeting
    - 1. Planning steps
    - 2. Effective record keeping
    - 3. Budget strategies
    - 4. Sources for financial problems
  - B. Banking
  - C. Savings and investing
  - D. Understanding your paycheck
  - E. Taxes
    - 1. Tax system
    - 2. Tax returns
    - 3. Social Security
  - F. Consumer skills
  - G. Credit
    - 1. Advantages and disadvantages
    - 2. Types of credit
      - a. Revolving open-end credit (credit cards)
      - b. Service credit
      - c. Installment closed-end credit (loans)
    - 3. Selecting and obtaining credit
      - a. Applications
      - b. Sources
      - c. Establishing credit history
      - d. Co-signers
    - 4. Costs of credit
    - 5. Rights and responsibilities
      - a. Credit laws
      - b. Identity confusion/protection
      - c. Lost/stolen credit cards
      - d. Management/maintenance
      - e. Credit scores
      - f. Credit reports
    - 6. Credit repair
      - a. Bad credit
      - b. Debt consolidation

- c. Bankruptcy
- d. Resources for assistance

#### H. Insurance

- 1. Terms
- 2. Basic types
  - a. Home
  - b. Health/Medical
  - c. Auto
  - d. Life
  - e. Disability

\*Content may be taught in another FACS Core Course

CA- Catering

LM- Life Management

R- Relationships

TC- Teen Choices