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