

# PLATO Course Alabama Career Preparedness, Semester A

## Course Overview

PLATO Course Alabama Career Preparedness is intended as a practical guide to help you understand the skills required to achieve success in modern-day careers. In PLATO Course Alabama Career Preparedness A, you will learn about the essential career skills that employers look for in employees. This course covers all of the career clusters in the National Career Clusters Framework. You'll explore the career pathways within each cluster, and determine the academic and skill requirements for different career pathways. Finally, you will understand the basic and advanced computer skills required during college and when pursuing a career.

## Course Goals

By the end of this course, you will be able to do the following:

- Explore ways to demonstrate various essential career skills such as critical thinking, problem solving, a positive work ethic, integrity, and self-representation.
- Learn skills required for time and resource management and maintaining a safe environment at the workplace.
- Explore various career options in different fields and understand the academic qualifications and skills required to excel in them.
- Learn about workplace diversity and effective communication with customers and coworkers.
- Understand the role of teamwork in the success of the team, and learn conflict-resolution skills to avoid interpersonal and workplace issues.
- Describe the basic hardware configuration of computers and the different types of software used in computers
- Explore emerging computer technologies.
- Learn about the various career opportunities in the field of computers, and explore the basic components and types of networks.
- Explore cloud computing as an emerging network technology.
- Learn about the legal and ethical procedures that apply to information technology.

- Learn about privacy and legality in the context of online media, analyze how a topic is communicated through different types of media, and recognize how to cite quotes and reference materials.

## General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word-processing software, such as Microsoft Word or Google Docs.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

*For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Credit Value

PLATO Course Alabama Career Preparedness A is a 0.5-credit course

## Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent

## Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

## Unit 1: Personal Qualities

### Summary

Unit 1 introduces you to the skills required to achieve success in modern-day careers. You will explore essential career skills such as critical thinking, problem solving, a positive work ethic, integrity, and self-representation. In the latter part of this unit, you will learn time and resource management. You will also learn how to maintain a safe environment at the workplace.

| Day              | Activity/Objective  | Type               |
|------------------|---|--------------------|
| 1 day:<br>1      | <b>Syllabus and Plato Student Orientation</b><br><i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>   | Course Orientation |
| 2 days:<br>2-3   | <b>Critical Thinking and Problem Solving</b><br><i>Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.</i>      | Lesson             |
| 2 days:<br>4-5   | <b>Positive Work Ethics</b><br><i>Demonstrate a positive work ethic by coming to work every day on time, a willingness to take directions, and the motivation to accomplish the task at hand.</i> | Lesson             |
| 2 days:<br>6-7   | <b>Integrity</b><br><i>Demonstrate integrity by abiding by workplace policies and laws and demonstrating honesty and reliability.</i>   | Lesson             |
| 2 days:<br>8-9   | <b>Self-Representation</b><br><i>Demonstrate positive self-representation skills by dressing appropriately and using language and manners suitable for the workplace.</i>                         | Lesson             |
| 2 days:<br>10-11 | <b>Creative Resourcefulness</b><br><i>Demonstrate creativity and resourcefulness by contributing new ideas and working with initiative.</i>   | Lesson             |
| 2 days:<br>12-13 | <b>Health and Safety</b><br><i>Demonstrate healthy behaviors and safety skills by following safety guidelines and managing personal health.</i>   | Lesson             |
| 1 day:<br>14     | <b>Alabama Career Preparedness A Game 1: Space Jumble</b>   | Game               |

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|------------------|---|------------------------------|
| 3 days:<br>15-17 | <b>Unit Activity/Threaded Discussion—Unit 1</b> | Unit Activity/<br>Discussion |
| 1 day:<br>18     | <b>Posttest—Unit 1</b>                          | Assessment                   |

## Unit 2: Exploring Career Options

### Summary

In this unit, you will explore various career clusters. You will learn about the career options available in each cluster, and the academic qualification and skills required to excel in the chosen field. Toward the end, you will be introduced to self-assessment tools which will assist you to take stock of your values, interests, personality, and skills. This self-assessment will prepare the ground for developing a career plan.

| Day              | Activity/Objective  | Type   |
|------------------|---|--------|
| 3 days:<br>19-21 | <b>Careers in Science, Technology, and Engineering</b><br><i>Explore careers in the following career clusters: Science, Technology, Engineering, and Mathematics; Information Technology; the Arts, A/V Technology, and Communications.</i>       | Lesson |
| 3 days:<br>22-24 | <b>Careers in Industry, Agriculture, and Natural Resources</b><br><i>Explore careers in the following career clusters: Architecture and Construction; Manufacturing; Agriculture, Food, and Natural Resources; and Energy.</i>                    | Lesson |
| 3 days:<br>25-27 | <b>Careers in Business, Finance, and Logistics</b><br><i>Explore careers in the following career clusters: Business, Management, and Administration; Finance; Marketing, Sales, and Service; and Transportation, Distribution, and Logistics.</i> | Lesson |
| 3 days:<br>28-30 | <b>Careers in Health, Hospitality, and Human Services</b><br><i>Explore careers in the following career clusters: Health Science, Hospitality and Tourism, and Human Services.</i>  | Lesson |
| 3 days:<br>31-33 | <b>Careers in Education and Public Services</b><br><i>Explore careers in the following career clusters: Education and Training; Government and Public Administration; and Law, Public Safety, Corrections, and Security.</i>                      | Lesson |

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|------------------|---|------------------------------|
| 2 days:<br>34-35 | <b>Taking Stock of Your Values, Interests, Personality, and Skills</b><br><i>Use self-assessment tools for college and career planning.</i> | Lesson                       |
| 1 day:<br>36     | <b>Alabama Career Preparedness A Game 2: Space Jumble</b>   | Game                         |
| 3 days:<br>37-39 | <b>Unit Activity/Threaded Discussion—Unit 2</b>   | Unit Activity/<br>Discussion |
| 1 day:<br>40     | <b>Posttest—Unit 2</b>  | Assessment                   |

## Unit 3: People Skills

### Summary

In Unit 3, you will learn about workplace diversity and how to communicate well with customers and coworkers. Further, you will understand the role of teamwork in the success of the team. Finally, you will learn conflict-resolution skills to avoid interpersonal and workplace issues.

| Day              | Activity/Objective   | Type                         |
|------------------|--|------------------------------|
| 2 days:<br>41-42 | <b>Diversity Awareness</b><br><i>Demonstrate diversity awareness by working well with all customers and coworkers.</i>                                       | Lesson                       |
| 2 days:<br>43-44 | <b>Teamwork</b><br><i>Demonstrate teamwork skills by contributing to the success of the team, assisting others, and requesting help when needed.</i>         | Lesson                       |
| 2 days:<br>45-46 | <b>Conflict Resolution</b><br><i>Demonstrate conflict-resolution skills by negotiating diplomatic solutions to avoid interpersonal and workplace issues.</i> | Lesson                       |
| 1 day:<br>47     | <b>Alabama Career Preparedness A Game 3: Para Jumble</b>   | Game                         |
| 3 days:<br>48-50 | <b>Unit Activity/Threaded Discussion—Unit 3</b>  | Unit Activity/<br>Discussion |

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| 1 day:<br>51 | <b>Posttest—Unit 3</b> | Assessment |
|--------------|------------------------|------------|

## Unit 4: Computer Basics

### Summary

Unit 4 begins with a lesson in which you will learn the basic hardware configuration of computers. You will explore the different types of software used in computers. Apart from this, you will understand the role and use of emerging computer technologies. One of the lessons will help you learn about the various career opportunities in the field of computers. You will also explore the basic components and types of networks.

| Day              | Activity/Objective  | Type                         |
|------------------|---|------------------------------|
| 2 days:<br>52-53 | <b>Computer Hardware</b><br><i>Describe the basic hardware configuration of computers.</i>  | Lesson                       |
| 2 days:<br>54-55 | <b>Computer Software</b><br><i>Discuss different types of software used in computers.</i>   | Lesson                       |
| 2 days:<br>56-57 | <b>Emerging Technologies in the Field of Computers</b><br><i>Describe emerging technologies in the field of computers and their uses.</i> | Lesson                       |
| 3 days:<br>58-60 | <b>Computers and Careers</b><br><i>Explore career opportunities in the field of computers.</i>  | Lesson                       |
| 2 days:<br>61-62 | <b>Introduction to Computer Networks</b><br><i>Explain the basic components and types of networks.</i>                                    | Lesson                       |
| 3 days:<br>63-65 | <b>Unit Activity/Threaded Discussion—Unit 4</b>   | Unit Activity/<br>Discussion |
| 1 day:<br>66     | <b>Posttest—Unit 4</b>  | Assessment                   |

## Unit 5: Advanced Computing

### Summary

In this unit, you will learn about cloud computing as an emerging network technology. You will explore the legal and ethical procedures that apply to information technology. Additionally, you will learn about privacy and legality in the context of online media. You will analyze how a topic is communicated through different types of media, and recognize how to cite quotes and reference materials. This unit has a course activity in which you will compare and contrast how information is communicated via different forms of media.

| Day              | Activity/Objective   | Type                         |
|------------------|--|------------------------------|
| 3 days:<br>67-69 | <b>Emerging Network Technology - Cloud Computing</b><br><i>Discuss cloud computing as an emerging network technology.</i>      | Lesson                       |
| 3 days:<br>70-72 | <b>Legal and Ethical Issues in IT</b><br><i>Explain the legal and ethical procedures that apply to information technology.</i> | Lesson                       |
| 3 days:<br>73-75 | <b>Privacy and Data Security</b><br><i>Explain privacy and legality in the context of online media.</i>                        | Lesson                       |
| 3 days:<br>76-78 | <b>Media Literacy</b><br><i>Compare and contrast how information is communicated via different forms of media.</i>             | Course Activity              |
| 3 days:<br>79-81 | <b>Examining How Societies Communicate</b><br><i>Analyze how a topic is communicated through different types of media.</i>     | Lesson                       |
| 3 days:<br>82-84 | <b>Citing Reference Materials</b><br><i>Recognize how to cite quotes and reference materials.</i>                              | Lesson                       |
| 3 days:<br>85-87 | <b>Unit Activity/Threaded Discussion—Unit 5</b>  | Unit Activity/<br>Discussion |
| 1 day:<br>88     | <b>Posttest—Unit 5</b>   | Assessment                   |
| 1 day:<br>89     | <b>Semester Review</b>   |                              |

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| 1 day:<br>90 | <b>End-of-Semester Test</b> | Assessment |
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