

## Bemidji Area School Business Education Objectives

| Work Seminar   |  | Grades 11 -12 |
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| <p>This course provides supplementary training in the world of work such as: job responsibility, work relationships, gender issues, aptitude and personality analysis, goal setting, job research, resume preparation, personal living skills, job support, and other issues that may be identified in the work place.</p> |  |               |
| Standard   | Benchmarks   |               |
| 1. Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.  | <ul style="list-style-type: none"> <li>▪ Students will be able to understand the results of interest and aptitude tests and utilize these results in career selection.</li> </ul>                      |               |
| 2. Utilize career resources to develop a career information portfolio that includes international career opportunities.  | <ul style="list-style-type: none"> <li>▪ Students will research a particular career they are interested in pursuing and prepare a report summarizing their findings.</li> </ul>                        |               |
| 3. Relate the importance of workplace safety, health and environment.  | <ul style="list-style-type: none"> <li>▪ Students will know what their rights and responsibilities are as an employee.</li> </ul>  |               |
| 4. Apply strategies for employability and career development   | <ul style="list-style-type: none"> <li>• Student will demonstrate knowledge of employability strategies.</li> <li>• Student will demonstrate career development options for a career field.</li> </ul> |               |
| 5. Develop strategies to make an effective transition from school to career.   | <ul style="list-style-type: none"> <li>• Student will create an effective transition plan from education to career.</li> </ul>   |               |
| 6. Relate the importance of lifelong learning to career success.   | <ul style="list-style-type: none"> <li>• Student will discuss opportunities for lifelong learning in various career fields.</li> </ul>   |               |