



CAREER AND LIFE MANAGEMENT 20

Semester 2 2013/2014

Teachers: Terry Maslyk, Corinna Cormier

COURSE OBJECTIVES To expose, educate and provides strategies in the following life skills.

- To create an awareness about career options. To present information on job search strategies and techniques. The students are to come away with a professional resume, skills in writing covering letters and interview strategies. Students will also have completed a skills inventory and a high school game plan related to a chosen career path.
- To promote an appreciation of money management and lifestyle focussing on: developing good money habits, spending plans/budgeting, short and long term savings strategies, planning for retirement, purchasing of a house/vehicles, wills and vehicle & life insurance.
- To explore, educate, and give support tools on various social issues involved in relationships that a person encounters during various stages in life. These include: respect & building healthy relationships, dating, family/partner violence, date rape, fetal alcohol spectrum, HIV & STI's.
- To have the students experience the realities of living on their own. This includes making lifestyle choices in cooperation with a partner, money management, purchasing a home/mortgage, purchasing vehicles, savings programs, creating spending plans/budgeting.
- To develop a positive self-concept, communication skills, and understanding of personal goals.

RESOURCE BOOKS

- | | |
|--|-------------------------------------|
| 1. <u>Life Choices Series</u> . Judith Campbell. | Prentice Hall Ginn Canada, 2002 |
| 2. The Wealthy Barber. David Chilton. | Stoddart Publishing Co. Ltd., 1993. |

COURSE CONTENT

- | | |
|---------|-------------------------------|
| Theme 1 | World of Work & Careers |
| Theme 2 | World of Finances |
| Theme 3 | Independent Living |
| Theme 4 | Relationships & Social Issues |
| Theme 5 | Self Management |

TIME LINE

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|-----------------------------------|
| February |
| March |
| April |
| May |
| June & Spread Throughout the Term |

- The FINAL EXAM will be written in class on June 13 & 14 .

EVALUATION

Term Work	80%
Final Exam	20%
TOTAL	100%

1 Credit Modules - The following 1 credit modules will be completed this Term in CALM.

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|---------------------------------|--|
| • HCS 3010 (Personal Safety) | • CTR 1010 (Job Preparation) |
| • AGR 3000 (Agriculture Safety) | • Spread Sheet Module 2 (Finances & Budgeting) |

CAREER AND LIFE MANAGEMENT 20 - COURSE / THEME CONTENT

Theme 1 World of Work & Careers

- Resumes
- Cover Letters
- Thank-You Letters
- Applications
- Interviews & Interview Research
- Skills Inventory
- Career Research (Profession - Trade - Passion)

Theme 2 World of Finances

- Using/Understanding Compound Interest
- The Importance of Investing Early
- The Importance of Interest Rates on Investing
- Electronic Banking
- Developing a Good Credit Rating
- Tax Free Savings Account
- How Mortgages work
- Investment Opportunities
- RRSP's, Mutual Funds
- Spending Plans & Budgeting
- David Chilton's Wealthy Barber: Chp. 1 - 6
 - Pay Yourself First
 - Golden Rule - Save 10%
 - Calculating Retirement
 - Life Insurance (types & amount)
 - Importance of Wills

Theme 3 Independent Living

Theme 3 looks at what it is like living on your own with a partner . Topics include:

- Calculating Pay Deductions
- Creating a Budget for your Household
- Establishing a Spending Plan
- Purchasing a Vehicle with a Loan
- Finding a Home & Selecting a Mortgage
- Furnishing your House

Theme 4 Relationships & Social Issues

- Date Rape & Date Abuse
- Spousal/Family Abuse
- Setting Limits & Communication/ Abstinence
- Fetal Alcohol Syndrome
- The Issue of HIV/ AIDS
- Healthy Relationships

Theme 5 Self Management

- Communication & Listening Skills
- Goal Setting for Life (Video RUDY)
- What Motivates People
- Maslow's Hierarchy - Belonging Needs
 - (Video OUTSIDERS)
- Developing Responsibility

Guest Speakers Utilized to enrich and supplement the student's experience with experts from the topic areas.

Careers NextGeneration (Current Career Trends)

Canadian Armed Forces (Careers in the Armed Forces)

Money Mentors (Making Money Make Sense)

Investors Group (Investments - Starting Young)

Royal Bank (Electronic Banking)

Alberta Credit Counseling (Understanding Credit)

RCMP (Social Media - Domestic Violence)

Pregnancy Care Centre - W.A.I.T. Program

Pregnancy Care Centre - Healthy Relationships

Edmonton Sexual Assault Centre - Domestic Violence

Hal Schnieder (Northgate Pontiac) - Buying Your 1st Car

Drayden Insurance - Insurance & You

Dear Parents

Please look over the CALM 20 Course Outline and Theme Content. If you have any questions or concerns please feel free to call me at the school 780-939-6891. Please sign below if you have no objections to any of the course material presented in this communication.

Name: _____ Signature: _____ Date: _____