

General Course Information

Career and Life Management is designed to help you make informed decisions in all aspects of your life. The course will help you develop behaviours and attitudes that contribute to your well-being and to your respect for yourself and others. The focus of the course is on choices—personal choices, resource choices, and career and life choices.

Required Resources

The Career and Life Management course is comprised of three Student Module Booklets:

- Module 1: Personal Choices
- Module 2: Resource Choices
- Module 3: Career and Life Choices

Each Student Module Booklet is accompanied by two Assignment Booklets. A Student Support CD is also included with Module 1.

You must also complete either Part A: Human Sexuality or Part B: Relationships. These components are not part of your course package. Your parent or guardian must complete a form in Assignment Booklet 1A to let your teacher know which component you will be completing. Attach the completed form to Assignment Booklet 1A when you submit it for assessment. Your teacher will provide you with the appropriate student materials and accompanying Assignment Booklet for the component you select. You should begin working on this component as soon as you receive it. You will submit the Assignment Booklet for this component with your Assignment Booklet 3B for Module 3.

In addition to the course materials for Career and Life Management, you will need two textbooks:

- *Lifechoices: Venturing Out*
- *Lifechoices: Careers*

These textbooks are available from the Learning Resources Centre.

You will need access to a computer to go to the recommended Internet links and to view the Student Support CD for the course. As well, you will need a notebook or binder with lined paper to answer questions from the Student Module Booklet. You may want to use a word-processing program such as *Microsoft Word* to respond to some of the questions and assignments.



Other Course Components

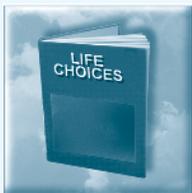
LearnAlberta.ca is a protected digital learning environment for Albertans. This Alberta Education portal, found at <http://www.learnalberta.ca>, is a place where you can support your learning by accessing resources for projects, homework, help, review, or study.

For example, LearnAlberta.ca contains a large Online Reference Centre that includes multimedia encyclopedias, journals, newspapers, transcripts, images, maps, and more. The National Geographic site contains many current video clips that have been indexed for Alberta Programs of Study. The content is organized by grade level, subject, and curriculum objective. Use the search engine to quickly find key concepts. Check this site often because new interactive multimedia segments are being added all the time.

If you find a password is required, contact your teacher or school to obtain one. No fee is required.

Before You Begin

Preview the Student Module Booklets to see how they are organized. You will notice a number of visual cues in the Student Module Booklets. Colour is used to highlight new terms that are defined in the margins and in a glossary at the end of the lesson. You will also find several icons in the margins. Read the following explanations to discover what each icon prompts you to do.



The textbook icon signals you to read or view something in one of the *Lifechoices* textbooks.



The Internet icon signals you to complete some research online. **Note:** Any Internet website address given in this course is subject to change.



The CD icon signals you to access information on the Student Support CD.



The discussion icon signals you to communicate with a partner or group. **Note:** If you are being home-schooled, a partner or group may not be readily available. Perhaps your teacher can help you arrange for another student to be your partner. The communication does not need to be face-to-face; you may telephone or e-mail each other.

Assessment and Feedback

There are two Assignment Booklets for each module. Flip through the Assignment Booklets to see how they are organized. Your work in these Assignment Booklets will be submitted to your teacher for assessment. If you have difficulty with any of the assignments, you should consult your teacher.



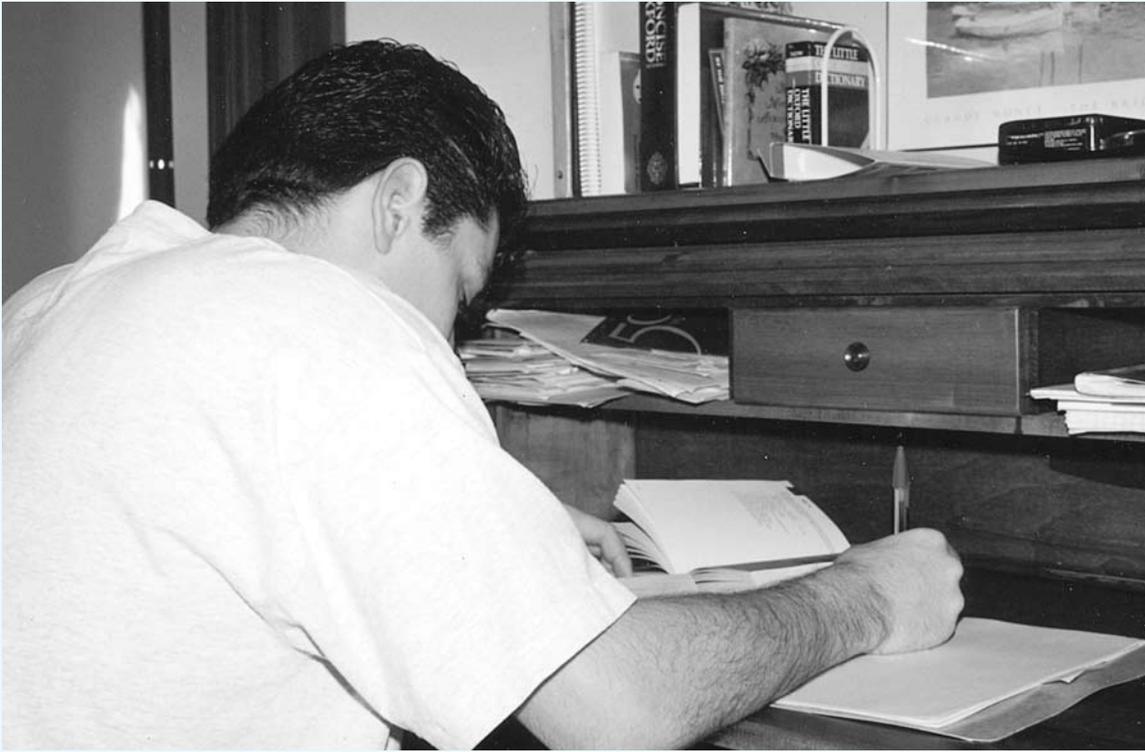
Submit each Assignment Booklet as soon as you have completed all the work. (Remember that the completed Assignment Booklet for the Part A: Human Sexuality or Part B: Relationships components must be submitted with Assignment 3B.)

Your final mark in this course will be determined by these criteria:

- the quality of your work in the Assignment Booklets
- how well you score on the final test
- your performance on any other tests or work that your teacher may assign
- any other criteria established by your teacher or your school

Your teacher or your school will provide information about how your marks will be distributed.

Recommendations for Success



Following are some suggestions to help you succeed in this course:

- Organize your materials and work area before you begin so that you have everything you need. Choose a quiet work area away from distractions.
- Set realistic goals for yourself each day and each week. When you've set your goals, stick to them.
- Read all the instructions carefully. Work slowly and systematically through the material in each Student Module Booklet. The work you do in the Student Module Booklets will prepare you for your assignments.
- Seek additional information from the people and organizations in your community. They are excellent resources.
- Do your assignments regularly.
- Remember to review and proofread your work before submitting it for assessment. Careful work habits will greatly improve your chances for success in Career and Life Management.