

Unit	Lesson	Lesson Objectives
<b>Introduction to Work</b>		
<b>Defining Work</b>		
Determine how career plans are affected by skills, interests, and preferred lifestyle.		
Differentiate between a job, a career, and an occupation.		
Examine the relationship between work and lifestyle.		
<b>Reasons for Work</b>		
Examine workplace stereotypes and gender stereotypes.		
Identify sources of job dissatisfaction and list techniques for improving job satisfaction.		
List reasons why people work.		
<b>Workplace Types and the Economy</b>		
Compare and contrast workplaces types.		
Define economy and describe how individuals and businesses impact the economy.		
Evaluate the business cycle and determine its impact on employment.		
<b>Workplace Trends</b>		
Evaluate job outlooks when selecting a possible career.		
Identify factors that influence the labor market.		
List trends found in the modern workplace.		
<b>Becoming an Entrepreneur</b>		
Define entrepreneur and identify key traits of successful entrepreneurs.		
Identify forms of business ownership and factors that can affect business success.		
List the four ways to become a business owner.		
<b>Performing a Self-Assessment and Exploring Careers</b>		
<b>Making Effective Decisions</b>		
Apply the decision-making process to career selection.		
Explain the importance of personal, career, and work decisions.		
Name the seven steps in the decision-making process.		
<b>Examining Your Personality</b>		
Analyze how self-concept can affect job performance.		
Define personality and identify the purpose of taking personality tests.		
Explore learning styles and their relationship to career selection.		
<b>Exploring Your Interests</b>		
Assess personal interests.		
Evaluate ways in which personal and work values can guide career choice.		
Identify aptitudes and abilities and determine how to develop new abilities.		

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		<p><b>Portfolio Activity: Self-Assessment Profile</b></p> <ul style="list-style-type: none"> <li>Complete a self assessment profile.</li> <li>Evaluate performance through the use of a rubric.</li> <li>Identify the purpose of creating a career portfolio.</li> </ul> <p><b>Researching Careers</b></p> <ul style="list-style-type: none"> <li>Differentiate between formal and informal research methods.</li> <li>Identify sources for obtaining career information.</li> <li>List work related experiences that can help explore careers.</li> </ul> <p><b>Career Expectations</b></p> <ul style="list-style-type: none"> <li>Discover personal career expectations and explore international job outlook.</li> <li>Identify the relationship between education and wage.</li> <li>List factors to consider when choosing a career.</li> </ul> <p><b>Planning Your Career</b></p> <ul style="list-style-type: none"> <li>Evaluate possible career opportunities.</li> <li>Explore education and experience requirements needed to meet career goals.</li> <li>Identify the purpose of a career plan and set career goals.</li> </ul>
<b>The Job Search Process</b>		
		<p><b>Developing Your Career Network</b></p> <ul style="list-style-type: none"> <li>Describe strategies that effectively use a career network.</li> <li>Develop a career network contact list.</li> <li>Identify sources for job leads and explain the importance of networking in a job search.</li> </ul> <p><b>Completing a Job Search</b></p> <ul style="list-style-type: none"> <li>Demonstrate an understanding of how to effectively and safely use the Internet during a job search.</li> <li>Identify and use printed, human, Internet, and organizational sources for job information.</li> <li>Utilize tools to effectively organize and conduct your job search.</li> </ul> <p><b>Job Applications and References</b></p> <ul style="list-style-type: none"> <li>Explain how to display proper preparation when applying for jobs.</li> <li>Identify people who will give helpful references and explain how to manage references effectively.</li> <li>List components of a job application and explain how to complete an application properly.</li> </ul> <p><b>Portfolio Activity: Personal Fact Sheet</b></p> <ul style="list-style-type: none"> <li>Complete a personal fact sheet.</li> <li>Evaluate performance through the use of a rubric.</li> <li>Identify the purpose of creating a career portfolio.</li> </ul>

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### Writing a Professional Résumé and Cover Letter

#### Introduction to Résumé Writing

- Differentiate between print, scannable, electronic, and Web résumés.
- Identify the purpose of writing a résumé.

#### Parts of a Résumé

- Differentiate between chronological, skills, and combination résumés.
- Identify essential elements of an effective résumé.
- Recognize qualifications and experiences that support a job objective.

#### Writing an Effective Résumé

- Describe accomplishments using numbers, percentages, and action verbs.
- Identify appropriate keywords to be used in a résumé.
- Tailor a résumé to fit a specific job opening.

#### Résumé Formatting and Distribution

- Design a résumé with an appealing format.
- List steps to prepare and format an electronic résumé.
- Recognize how the Internet is used to distribute résumés.

#### Portfolio Activity: Writing a Résumé

- Evaluate performance through the use of a rubric.
- Identify the purpose of creating a career portfolio.
- Write a résumé which can be used to apply for a job.

#### Introduction to Cover Letters

- Describe qualifications and accomplishments in an effective cover letter format.
- Identify the purpose of writing a cover letter.
- List the parts of an effective cover letter.

#### Sending a Cover Letter

- Describe how to appropriately format an electronic cover letter.
- Differentiate between networking, application, and prospecting cover letters.

#### Portfolio Activity: Writing a Cover Letter

- Evaluate performance through the use of a rubric.
- Identify the purpose of creating a career portfolio.
- Write a cover letter which can be sent to a potential employer.

### The Interview

#### Interviewing Basics

- Describe interview styles and identify ways to be successful in each type.
- Identify employment testing procedures.
- List strategies to use for obtaining an interview.

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		<p><b>Preparing for the Interview</b></p> <ul style="list-style-type: none"> <li>Classify types of interview questions and develop appropriate responses.</li> <li>Describe how to properly conduct a practice interview.</li> <li>List techniques for researching prospective employers.</li> </ul> <p><b>Succeeding in the Interview</b></p> <ul style="list-style-type: none"> <li>Describe how to communicate work qualifications effectively and conclude an interview.</li> <li>Identify verbal and nonverbal communication behaviors that will enhance interview performance.</li> <li>Summarize the importance of attitude during an interview and select appropriate interview attire.</li> </ul> <p><b>Follow Up After the Interview</b></p> <ul style="list-style-type: none"> <li>Describe how to follow up after a job interview including performance evaluations and thank-you letters.</li> <li>Summarize the best methods for accepting and rejecting employment offers and handling rejection.</li> </ul> <p><b>Portfolio Activity: Writing a Thank-you Letter</b></p> <ul style="list-style-type: none"> <li>Evaluate performance through the use of a rubric.</li> <li>Identify the purpose of creating a career portfolio.</li> <li>Write a thank-you letter which could be used to follow up with a potential employer.</li> </ul>
		<p><b>Succeeding in the Workplace</b></p> <p><b>Your First Day</b></p> <ul style="list-style-type: none"> <li>Describe how to manage the anxieties and challenges of a first day of work.</li> <li>Explain the purpose of orientation and distinguish the different types of orientation programs.</li> <li>Identify work appropriate dress.</li> </ul> <p><b>Employee Expectations</b></p> <ul style="list-style-type: none"> <li>Describe common employee benefits.</li> <li>Explain the role of employee performance reviews.</li> <li>Identify typical forms of payment.</li> </ul> <p><b>Desirable Employee Qualities</b></p> <ul style="list-style-type: none"> <li>Describe ways to demonstrate desirable personal qualities on the job.</li> <li>Identify the skills and personal qualities employers look for in employees.</li> </ul> <p><b>Being a Professional</b></p> <ul style="list-style-type: none"> <li>Develop effective strategies to handle criticism, pressure, and gossip in the workplace.</li> <li>Identify ways to manage negative feelings.</li> </ul> <p><b>Workplace Health</b></p> <ul style="list-style-type: none"> <li>Describe how a nutritious diet and good sleep hygiene contribute to health.</li> <li>Explain the relationship between good health and career success.</li> <li>Identify the causes of stress and ways to manage stress.</li> </ul>

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		<p><b>Safety on the Job</b></p> <ul style="list-style-type: none"> <li>Describe rules and procedures for maintaining a safe workplace.</li> <li>Explain how to respond effectively to workplace emergencies.</li> <li>Summarize the role of the employer and the employee in protecting the environment.</li> </ul> <p><b>Workplace Right and Laws</b></p> <ul style="list-style-type: none"> <li>Describe effective strategies for handling sexual harassment.</li> <li>Explain how labor laws and labor unions affect the workplace.</li> <li>Identify the main antidiscrimination laws and explain their role in protecting workers.</li> </ul> <p><b>You and the Legal System</b></p> <ul style="list-style-type: none"> <li>Distinguish between civil law and criminal law.</li> <li>Explain how to find and evaluate legal services.</li> <li>Give examples of civil law cases and explain how they are resolved.</li> </ul>
		<p><b>Working with Others</b></p> <p><b>Being an Effective Co-worker</b></p> <ul style="list-style-type: none"> <li>Describe steps to self-improvement.</li> <li>Identify personal traits and interpersonal skills that will make an effective co-worker.</li> </ul> <p><b>Workplace Etiquette</b></p> <ul style="list-style-type: none"> <li>Define diversity.</li> <li>Describe effective ways to work with a diverse group of people.</li> <li>Summarize the rules of workplace etiquette.</li> </ul> <p><b>Teamwork and Collaboration</b></p> <ul style="list-style-type: none"> <li>Describe how to be a good team member.</li> <li>Explain how to organize and manage an effective team.</li> <li>Identify the benefits of teamwork for team members and businesses.</li> </ul> <p><b>Conflict in the Workplace</b></p> <ul style="list-style-type: none"> <li>Describe how conflict can negatively affect the work environment.</li> <li>Describe the process of conflict resolution.</li> <li>List common sources of conflict in the workplace.</li> </ul> <p><b>Ethical Behavior</b></p> <ul style="list-style-type: none"> <li>Describe strategies for handling unethical practices.</li> <li>Explain the importance of ethics in the workplace.</li> <li>Identify ethical principles and ways to apply them in a work setting.</li> </ul>

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<b>Improving Your Professional Skills</b>		
<b>Speaking and Listening</b>		
Describe good speaking habits and explain their importance in the workplace.		
Explain how active listening and note taking can help you listen.		
Identify ways to improve your speaking skills.		
<b>Reading and Writing</b>		
Explain reading skills such as skimming and previewing.		
Select appropriate writing styles for common forms of business writing.		
Summarize strategies for improving your writing skills.		
<b>Making Decisions at Work</b>		
Apply the seven-step decision-making process on the job.		
Evaluate alternative decisions using the decision-making process.		
Identify strategies to assist in prioritizing work.		
<b>Problem Solving</b>		
Describe how to generate, choose, and implement solutions to problems.		
Evaluate solutions using the problem-solving process.		
Identify the six basic steps of the problem-solving process.		
<b>Technology Basics</b>		
Identify the skills needed to work in a technological environment.		
Summarize how technology is transforming the workplace.		
<b>Computer Technology and Applications</b>		
Describe business uses of the Internet.		
Describe copyright and other laws that affect how we use technology.		
Name types of computer programs commonly used in business and explain their uses.		
<b>Using Your Time Effectively</b>		
Create a schedule that will help you accomplish tasks on time.		
Explain how to prioritize your work.		
Identify strategies for managing your time effectively.		
<b>Organizing Your Work</b>		
Describe how to develop and maintain a system for organizing information.		
Describe strategies for organizing your work and your work area.		
Identify how technology can improve organization skills.		

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**Taking Control of Your Evolving Career****Attitudes for Success**

Describe how to assert yourself on the job.

Develop the ability to think positively, overcome doubt, and deal with mistakes.

Explain why a positive attitude, high self-esteem, and enthusiasm contribute to career success.

**Becoming a Leader**

Describe how leadership traits and skills can be applied to work situations.

Identify the characteristics of effective leaders.

Summarize the procedure for leading a formal meeting.

**Professional Development**

Describe ways to prepare for a promotion.

Identify education as an investment in the future.

**Preparing for the Future**

Describe ways to prepare for the future of a career.

Explain the factors which affect retirement planning.

**Changing Jobs or Careers**

Describe strategies for changing jobs.

Explain why workers may change jobs.

Recognize the need to stay flexible in career planning.

**Balancing Work and Your Personal Life**

Explain the role of a citizen and identify ways to participate in the community.

Identify ways to balance work and personal life.

Name company policies that help employees balance work and family life.