

Unit	Topic	Lesson	Objectives
Exploring Careers			
	Introduction to Work		
	Defining Work		
			Differentiate between a job, a career, and an occupation.
			Determine how career plans are affected by skills, interests, and preferred lifestyle.
			Examine the relationship between work and lifestyle.
	Reasons for Work		
			List reasons why people work.
			Identify sources of job dissatisfaction and list techniques for improving job satisfaction.
			Examine workplace stereotypes and gender stereotypes.
	Workplace Types and the Economy		
			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.
	Workplace Trends		
			List trends found in the modern workplace.
			Identify factors that influence the labor market.
			Evaluate job outlooks when selecting a possible career.
	Performing a Self-Assessment		
	Making Effective Decisions		
			Name the seven steps in the decision-making process.
			Apply the decision-making process to career selection.
			Explain the importance of personal, career, and work decisions.
	Examining Your Personality		
			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.
	Exploring Your Interests		
			Evaluate ways in which personal and work values can guide career choice.
			Assess personal interests.
			Identify aptitudes and abilities and determine how to develop new abilities.

Unit	Topic	Lesson	Objectives
		Portfolio Activity: Self Assessment Profile	
			Identify the purpose of creating a career portfolio.
			Complete a self assessment profile.
			Evaluate performance through the use of a rubric.
	Investigating Career Opportunities		
	Researching Careers		
			Differentiate between formal and informal research methods.
			Identify sources for obtaining career information.
			List work related experiences that can help explore careers.
	Career Expectations		
			List factors to consider when choosing a career.
			Discover personal career expectations and explore international job outlook.
			Identify the relationship between education and wage.
	Becoming an Entrepreneur		
			Define entrepreneur and identify key traits of successful entrepreneurs.
			List the four ways to become a business owner.
			Identify forms of business ownership and factors that can affect business success.
	Planning Your Career		
			Evaluate possible career opportunities.
			Identify the purpose of a career plan and set career goals.
			Explore education and experience requirements needed to meet career goals.
Entering the Workforce			
	The Job Search Process		
	Developing Your Career Network		
			Identify sources for job leads and explain the importance of networking in a job search.
			Develop a career network contact list.
			Describe strategies that effectively use a career network.
	Completing a Job Search		
			Identify and use printed, human, Internet, and organizational sources for job information.
			Demonstrate an understanding of how to effectively and safely use the Internet during a job search.
			Utilize tools to effectively organize and conduct your job search.

Unit	Topic	Lesson	Objectives
		Job Applications and References	
			Explain how to display proper preparation when applying for jobs.
			List components of a job application and explain how to complete an application properly.
			Identify people who will give helpful references and explain how to manage references effectively.
		Portfolio Activity: Personal Fact Sheet	
			Identify the purpose of creating a career portfolio.
			Complete a personal fact sheet.
			Evaluate performance through the use of a rubric.
	Writing a Professional Résumé		
	Introduction to Résumé Writing		
			Identify the purpose of writing a résumé.
			Differentiate between print, scannable, electronic, and Web résumés.
	Parts of a Résumé		
			Identify essential elements of an effective résumé.
			Recognize qualifications and experiences that support a job objective.
			Differentiate between chronological, skills, and combination résumés.
	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		
			Identify the purpose of creating a career portfolio.
			Write a résumé which can be used to apply for a job.
			Evaluate performance through the use of a rubric.
	Writing a Cover Letter		
	Introduction to Cover Letters		
			Identify the purpose of writing a cover letter.
			List the parts of an effective cover letter.
			Describe qualifications and accomplishments in an effective cover letter format.

Unit	Topic	Lesson	Objectives
		Sending a Cover Letter	
			Differentiate between networking, application, and prospecting cover letters.
			Describe how to appropriately format an electronic cover letter.
		Portfolio Activity: Writing a Cover Letter	
			Identify the purpose of creating a career portfolio.
			Write a cover letter which can be sent to a potential employer.
			Evaluate performance through the use of a rubric.
	Developing Interview Skills		
		Interviewing Basics	
			List strategies to use for obtaining an interview.
			Describe interview styles and identify ways to be successful in each type.
			Identify employment testing procedures.
		Preparing for the Interview	
			List techniques for researching prospective employers.
			Classify types of interview questions and develop appropriate responses.
			Describe how to properly conduct a practice interview.
		Succeeding in the Interview	
			Summarize the importance of attitude during an interview and select appropriate interview attire.
			Identify verbal and nonverbal communication behaviors that will enhance interview performance.
			Describe how to communicate work qualifications effectively and conclude an interview.
		Follow Up After the Interview	
			Describe how to follow up after a job interview including performance evaluations and thank-you letters.
			Summarize the best methods for accepting and rejecting employment offers and handling rejection.
		Portfolio Activity: Writing a Thank-you Letter	
			Identify the purpose of creating a career portfolio.
			Write a thank-you letter which could be used to follow up with a potential employer.
			Evaluate performance through the use of a rubric.
Succeeding in the Workplace			
	Starting a New Job		
		Your First Day	
			Describe how to manage the anxieties and challenges of a first day of work.
			Identify work appropriate dress.
			Explain the purpose of orientation and distinguish the different types of orientation programs.

Unit	Topic	Lesson	Objectives
		Employee Expectations	
			Identify typical forms of payment.
			Describe common employee benefits.
			Explain the role of employee performance reviews.
		Desirable Employee Qualities	
			Identify the skills and personal qualities employers look for in employees.
			Describe ways to demonstrate desirable personal qualities on the job.
		Being a Professional	
			Develop effective strategies to handle criticism, pressure, and gossip in the workplace.
			Identify ways to manage negative feelings.
		Workplace Health	
			Explain the relationship between good health and career success.
			Describe how a nutritious diet and good sleep hygiene contribute to health.
			Identify the causes of stress and ways to manage stress.
		Safety on the Job	
			Describe rules and procedures for maintaining a safe workplace.
			Summarize the role of the employer and the employee in protecting the environment.
			Explain how to respond effectively to workplace emergencies.
		Working with Others	
		Being an Effective Co-worker	
			Identify personal traits and interpersonal skills that will make an effective co-worker.
			Describe steps to self-improvement.
		Workplace Etiquette	
			Summarize the rules of workplace etiquette.
			Define diversity.
			Describe effective ways to work with a diverse group of people.
		Teamwork and Collaboration	
			Identify the benefits of teamwork for team members and businesses.
			Explain how to organize and manage an effective team.
			Describe how to be a good team member.
		Conflict in the Workplace	
			List common sources of conflict in the workplace.
			Describe how conflict can negatively affect the work environment.
			Describe the process of conflict resolution.

Unit	Topic	Lesson	Objectives
	Workplace Ethics and Legalities		
	Ethical Behavior		
			Explain the importance of ethics in the workplace.
			Identify ethical principles and ways to apply them in a work setting.
			Describe strategies for handling unethical practices.
	Workplace Right and Laws		
			Explain how labor laws and labor unions affect the workplace.
			Identify the main antidiscrimination laws and explain their role in protecting workers.
			Describe effective strategies for handling sexual harassment.
	You and the Legal System		
			Distinguish between civil law and criminal law.
			Give examples of civil law cases and explain how they are resolved.
			Explain how to find and evaluate legal services.
Developing Professional Skills			
	Improving Your Professional Skills		
	Speaking and Listening		
			Describe good speaking habits and explain their importance in the workplace.
			Identify ways to improve your speaking skills.
			Explain how active listening and note taking can help you listen.
	Reading and Writing		
			Summarize strategies for improving your writing skills.
			Select appropriate writing styles for common forms of business writing.
			Explain reading skills such as skimming and previewing.
	Making Decisions at Work		
			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.
	Problem Solving		
			Identify the six basic steps of the problem-solving process.
			Describe how to generate, choose, and implement solutions to problems.
			Evaluate solutions using the problem-solving process.

Unit	Topic	Lesson	Objectives
	Technology and Time Management		
	Technology Basics		
			Summarize how technology is transforming the workplace.
			Identify the skills needed to work in a technological environment.
	Computer Technology and Applications		
			Name types of computer programs commonly used in business and explain their uses.
			Describe business uses of the Internet.
			Describe copyright and other laws that affect how we use technology.
	Using Your Time Effectively		
			Explain how to prioritize your work.
			Create a schedule that will help you accomplish tasks on time.
			Identify strategies for managing your time effectively.
	Organizing Your Work		
			Describe strategies for organizing your work and your work area.
			Describe how to develop and maintain a system for organizing information.
			Identify how technology can improve organization skills.
	Taking Control of Your Career		
	Attitudes for Success		
			Explain why a positive attitude, high self-esteem, and enthusiasm contribute to career success.
			Develop the ability to think positively, overcome doubt, and deal with mistakes.
			Describe how to assert yourself on the job.
	Becoming a Leader		
			Identify the characteristics of effective leaders.
			Describe how leadership traits and skills can be applied to work situations.
			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.
	Your Evolving Career		
	Preparing for the Future		
			Describe ways to prepare for the future of a career.
			Explain the factors which affect retirement planning.

Unit	Topic	Lesson	Objectives
Changing Jobs or Careers			
			Recognize the need to stay flexible in career planning.
			Explain why workers may change jobs.
			Describe strategies for changing jobs.
Balancing Work and Your Personal Life			
			Identify ways to balance work and personal life.
			Name company policies that help employees balance work and family life.
			Explain the role of a citizen and identify ways to participate in the community.