

Career Preparation - Planning Guide

Nine Week Grading Period	Unit	Week	Chapter	Chapter Title	Project	Exam	Guest Speaker or Career Exploration	Topic	
1	1	1	1	Making the Transition from School to Work				Syllabus - Course Guideline - Class Expectations - Training Plans - www.planohsjobs.com	
		2	1	Understanding Work-Based Learning				Career Match - Hobbies, Interests and Strength Survey - Interlink	
		3	2 and 3	What your Employer Expects		Chpt 1 through Chpt 3		Employer Expectations - Fair Labor Standards Act	
	2	4	4	Finding and Applying for a Job			Yes - Chef	Employment Search - Exploring Job Leads - Employer Breaks, taking time off, and Meal Options - Guest Speaker Guidelines	
		5	4	Finding and Applying for a Job				Finding a Job - Hiring Ads - Job Fairs	
		6	4	Finding and Applying for a Job		Chpt 4-1	Yes - Accountant	Applying for a Job - Employment Reference - LinkedIn	
		7	4	Finding and Applying for a Job	Resume		Yes - Paleontologist	Online References - Teacher References - Letters of Recommendations - Resumes	
		8	4	Finding and Applying for a Job	Resume				FAFSA - Financial Aid - Resumes - Cover Letters
			17	Learning about Careers					
		9	4	Finding and Applying for a Job		Chpt 4-2	Yes - Dental Hygienist	Quitting a Job - Letter of Resignation	

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2	2	10	5	Taking Preemployment Tests				Preemployment Assessments	
		11	6	Interviewing for Jobs				Interviewing for Jobs - Windsor Tie - Professional Attire	
		12	6	Interviewing for Jobs	Interview Practice			Interview Process - Body Language - Interviewing	
		13	6	Interviewing for Jobs	Interview Practice		Yes - Fire Fighter	Individual Interviewing - Group Interviewing	
		14	6	Interviewing for Jobs	Interview Practice	Chpt 5 through Chpt 6-2	Yes - HVAC Technician	Group Interview - Panel Interview	
	3	15	7	Teamwork and Problem-solving -	Optional Project - Teach the Class			Yes - Organic Farming	Teaching Others - Communication
			8	Communicating on the Job					
		16	8	Communicating on the Job					
		17	8	Communicating on the Job			Yes - Film and Movie Jobs	Communication	
		18					Final Exam		Optional Project - Teach the Class Project

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3	3	19	10	Using Technology in your Career				Technology Overview - Tools and Devices - Impact of Technology		
		20	11	11	Looking Good on the Job				Staying Healthy - Make a Good Impression	
			12	12	Safety on the Job				Accidents - Safety on the Job	
			23	23	Understanding Taxes				Paying Taxes	
			13	13	Leadership and Group Dynamics				Leadership in the Workplace	
			21	14	14	Participating in Meetings		Chpt 10 through Chpt 15	yes - Business	Types of Meeting - Parliamentary
		15		15	Digital Citizenship		Communicating in a Digital Society - Internet use in the Workplace			
		4	22	16	16	Learning About Yourself				Assessing Yourself - Career Interest Assessment - Selecting a College Major
				17	17	Learning about Careers				Scholarship Essay Practice
			23	16	16	Learning About Yourself				Exploring Who you are - How are you Different - Interest Exploration - Company Research Project
	17			17	Learning about Careers				Scholarship Essay Practice	
	24		17	17	Learning About Careers			Yes - Patient Care Tech and Medical Assistant	Company Research Project - Learning about Careers - Bureau of Labor Stats	
			23	23	Understanding Taxes				Practice Completing Tax Forms	
	25		17	17	Learning about Careers	Career Research			Company Research Project	
	26		17	17	Learning about Careers			Yes - Cosmetology	Financial Aid - Career Investigations - Community Colleges - Universities - College Locations	
	27		17	17	Learning about Careers		Chpt 16 through Chpt 17	Yes - Automotive Technology	Registering for College - Common Core - Locating College Information	

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4	4	28	17	Learning about Careers			Yes - Travel and Tourism	Community Colleges - Universities - Registering for College - Common Core	
			18	Making Career Decisions				Decision Making Process - Your Career Plan	
	5	29	19	Succeeding on the Job			Yes - Real Estate	Your First Job - First Days on the Job - Changing Jobs - Termination - Labor Unions	
			20	Diversity and Workplace Rights				Understanding Others - Diversity on the Workplace	
		30	20	Diversity and Workplace Rights			Yes - Teacher	Sexual Harassment - Workplace Equality - Fair Labor Standards Act	
		31	21	Succeeding in our Economic System	Shark Tank	Chpt 17 through 20-2		Economic Systems - Predicting Change - Entrepreneurship - Types of Business	
		32	22	Succeeding in our Economic System - Entrepreneurship	Shark Tank		Yes - Construction Trades	Starting your own Business	
		33	22	Entrepreneurship	Shark Tank		Yes - Funeral Home Director	Starting your own Business	
		5, 6	34	22	Entrepreneurship - Insurance	Shark Tank	Chpt 21 and 22		Starting your own Business - Car Insurance
	6	35	23	Understanding Income Taxes				Yes - Military	Basic Income - Generating Income
			24	Managing Spending					Housing and Apartments
			25	Using Credit					Credit Management
			26	Banking Saving and Investments					Saving and Investments
		36	23	Understanding Income Taxes					Generating Income
			24	Managing Spending					Cool Saving Ideas
			27	Insurance					Home Health and Life Insurance
			28	Managing Family, Home and Citizenship					Workers' Compensation - Family Medical Leave Act
		37					Chpt 23-28	Yes - Police Officer	
		38					Final Exam		Optional Project - Perfect Pitch