

2024		1st - 9 Weeks of School 82 Days 1 Semester			2025				
43 Days Aug. 13 – Oct. 11									
Mon. Aug. 12		Tues. Aug. 13		Wed. Aug 14		Thurs. Aug. 15		Fri. Aug. 16	
		Week 1							
		Classes Begin		First Day Startup Class Syllabus & Outline New 9-weeks grading policy Review Career Prep Program		Class Syllabus & Outline New 9-weeks grading policy Review Career Prep Program <i>Class Expectations</i> <i>Share About Yourself PP -</i> <i>Make and submit a Google Slides sharing about yourself - We will not share these in class - View the teacher example</i> <i>You can put anything on the slides - pics are not required - but helps to personalize</i>		Unit One Begins Career Exploration Training Plan Discuss ideas for employment www.planohsjobs.com	
		Welcome to class Answer questions Adjust to schedule Ice breaker							
Mon. Aug. 19		Tues. Aug. 20		Wed. Aug. 21		Thurs. Aug. 22		Fri. Aug. 23	
Week 2				Chpt 1 – Making the Transition from School to Career					
Review Work Hours Daily Grade Chpt 1-1 Career Cluster		Chpt 1-1 Interlink – Employment trends of the U.S. and DFW / north Texas area		Checkpoint Questions 1.1 and 1.2		Chpt 1-1 Career Match and Student Direction Daily Grade Share About Yourself PP Due - Daily Grade - Google Classroom		Chpt 1-1 Hobbies, Interests and Strengths Daily Grade	

Mon. Aug. 26	Tues. Aug. 27	Wed. Aug. 28	Thurs. Aug. 29	Fri. Aug. 30
<p>Week 3</p> <p>Review Work Hours</p> <p>Daily Grade</p>	<p>Chpt 2-2 Fair Labor Standards Act</p> <p>Chpt 2 – Understanding Work-Based Learning</p> <p>Checkpoint Questions 2.1, 2.2 and 2.3</p>	<p>Chpt 3-1 Employer Expectations</p>	<p>Chpt 3-2 – What your Employer Expects</p> <p>Checkpoint Questions 3.1, 3.2</p> <p>Review your Knowledge</p> <p>Chpt 3-2 Evaluating a case study</p>	<p>Exam – Chpt 1 through Chpt 3</p> <p>Daily Grade</p> <p>All Students to have Training Plans returned Major Grade</p> <p>100 once returned or “0” until returned to teacher – once original returned with all signatures then the “0” can be adjusted</p>
Mon. Sept. 2	Tues. Sept. 3	Wed. Sept. 4	Thurs. Sept. 5	Fri. Sept. 6
<p>Holiday - Labor Day</p>	<p>Week 4</p> <p>Unit Two Begins The Job Hunt</p> <p>Review Work Hours</p> <p>Daily Grade</p> <p>Chpt 4-1 Employment Search – Planohsjobs.com</p>	<p>Chpt 4-1 Exploring Job Leads</p>	<p>Chpt 29-1 Guest Speaker Guidelines and Preparation</p>	<p>Guest Speaker Option Or Career Exploration Activity Chef</p>

Career Preparation

Mon. Sept. 9	Tues. Sept. 10	Wed. Sept. 11	Thurs. Sept. 12	Fri. Sept. 13
<p>Week 5</p> <p>Review Work Hours Daily Grade</p>	<p>Employer Breaks, taking time off, and Meal Options</p>	<p>Chpt 4-1 Finding a Job</p>	<p>Chpt 4-1 Hiring Ads Daily Grade</p>	<p>Chpt 4-1 Job Fairs</p>
Mon. Sept. 16	Tues. Sept. 17	Wed. Sept. 18	Thurs. Sept. 19	Fri. Sept. 20
<p>Week 6</p> <p>Review Work Hours Daily Grade</p> <p>Exam - Chpt 4-1 Daily Grade</p>	<p>Chpt 4-2 Applying for a Job</p>	<p>Chpt 4-2 Employment References</p>	<p>Chpt 4-2 LinkedIn Daily Grade</p>	<p>Guest Speaker Option Or Career Exploration Activity <i>Accountant</i></p> <p>Calendar Note Reminder Employer Performance Evaluation Counts for 3 Major Grades</p>
Mon. Sept. 23	Tues. Sept. 24	Wed. Sept. 25	Thurs. Sept. 26	Fri. Sep. 27
<p>Week 7</p> <p>Review Work Schedules Daily Grade</p> <p>Finish Chpt 4-2 LinkedIn Daily Grade</p>	<p>Guest Speaker Option Or Career Exploration Activity <i>Paleontologist</i></p>	<p>Chpt 4-2 Online References</p>	<p>Chpt 4-2 Teacher References and Letters of Recommendation</p>	<p>Chpt 4-2 Resumes</p>

Career Preparation

Mon. Sep. 30	Tues. Oct. 1	Wed. Oct. 2	Thurs. Oct. 3	Fri. Oct. 4
<p>Week 8</p> <p>Review Work Schedules Daily Grade</p> <p>Chpt 4-2 Resumes</p>	<p>Chpt 4-2 Resumes Major Grade</p> <p>Complete and turn in personal resume</p>	<p>Cover Letters – responding to job inquiries</p> <p>Daily Grade</p>	<p>Chpt 17-2 FAFSA</p> <p>www.fafsa.ed.gov</p>	<p>4-2 Tactics and Questioning</p>
Mon. Oct. 7	Tues. Oct. 8	Wed. Oct. 9	Thurs. Oct. 10	Fri. Oct. 11
<p>Week 9</p> <p>Review Work Schedules Daily Grade</p> <p>Exam - Chpt 4-2 Daily Grade</p>	<p>Chpt 4-2 Letter of Resignation Daily Grade</p>	<p>On the Job Training Report Assigned Major Grade</p> <p>Work on in class</p>	<p>On the Job Training Report DUE!!!</p>	<p>On the Job Report Due</p> <p>End of 1st - 9 Weeks</p> <p>Guest Speaker Option Or Career Exploration Activity Dental Hygienist</p>
Mon. Oct. 14	Tues. Oct. 15	Wed. Oct. 16	Thurs. Oct. 17	Fri. Oct. 18
<p>Student / Teacher Holiday</p>	<p>Student / Teacher Holiday</p>	<p>Student / Teacher Holiday</p>	<p>Student Holiday</p> <p>Teacher Work Day</p>	<p>Student Holiday</p> <p>Teacher Work Day</p> <p>Campus PLC</p>