

Topic	Lesson	Objective1	Objective2	Objective3	Objective4
Self-Assessment					
	Exploring the World of Work	Distinguish between a job and career.	Understand how a job can affect lifestyle.	Understand the importance of making sound career choices.	Understand the reason why people work.
	The Changing Workplace	Determine how the global economy affects the US job market.	Identify how technology influences the workplace.	Describe ways to evaluate the job outlook when making career plans.	
	Decision Making	Discuss the seven steps of the decision making process and how to use it.			
	Setting Lifestyle Goals	Identify values and interests and the role they play in making career decisions.	Discover personal work preferences.		
	Are Your Goals Realistic?	Identify personal aptitudes, abilities, personality style, and learning styles.	Determine how to use personal characteristics to choose potential careers.		
Planning Your Career					
	Reach Your Full Career Potential	Learn how to use affirmation statements and positive self-talk to help achieve goals.	Identify techniques for successfully setting and achieving goals.	Identify the forces that are rapidly changing the nature of today's workplace.	Improve assertive behavior and apply it to a job search.
	What Do Employers Want?	Assess personal skills and work attitudes from an employer's perspective.			
	Learning About Careers	Review factors to consider when choosing a career.	Describe sources for obtaining career information.		
	Types of Careers	Identify career clusters and their wide range of occupations.	Determine the requirements and opportunities for careers that are of interest.		

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Exploring Careers					
	What is Entrepreneurship?	Review the meaning of and the qualifying factors for becoming an entrepreneur.	Review the advantages and disadvantages of entrepreneurship.		
	Ways of Becoming a Business Owner	Identify the four main ways of becoming a business owner.	Review the advantages and disadvantages of business ownership.		
	Getting Started in Your Own Business	Identify the different forms of legal business ownership.	Determine the key factors that impact the success of a business.	Learn how to prepare documents necessary for financing a new business.	
	Evaluating Career Choices	Evaluate career possibilities.			
	Your Plan of Action	Determine how to establish an individual career plan and career goals.	Determine the type of education and training needed for a career.		
Career Search Documents					
	Resume 101	Identify the elements of a winning resume.	Identify critical differences among print, electronic and web resumes.	List appropriate keywords to use in resumes.	Write a clear, appropriate job objective.
	Formatting and Distributing your Resume	Outline the content for a print resume.	Prepare and evaluate a print resume draft, make corrections, and produce a final resume.	Create an electronic resume.	
	Perfecting the Application and Cover Letter	Discuss and practice effectively completing an application for employment.	List components of an effective cover letter that includes a request for an interview.		
	Searching for the Right Fit	Discover ways to distribute a job search package and maximize a job search.			

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Your Job Search					
	Research Perspective Employers	Use Internet, printed, and people resources for researching prospective employers, a job target, and career field.			
	Exploring Sources of Job Leads	Determine the value of networking as an effective strategy for job lead development.	Learn how to create and maintain career network contact lists.	Learn to use networking and Internet research skills to identify job leads.	
	Applying for a Job	Review methods of preparing for a job search.			
	Before an Interview: Getting Ready	Explain how to prepare for an interview.	Explain how to dress appropriately for an interview.		
	During an Interview: It's Showtime	Discover how to create the right first impression.	Learn to effectively respond to questions.	Develop strategies for managing interview stress.	
	Ace Employment Tests & Negotiations	Identify employment testing procedures used and the compensation packages offered in a particular field.	Summarize guidelines for negotiating an offered compensation package.	Summarize how to deal effectively with job offers.	
	After an Interview: Following Up	Explain how to follow up on a job interview.	Review proper procedures for accepting and rejecting offers of employment.		
Beginning a New Job					
	Prepare for your First Day on the Job	Discover how to manage the anxieties and challenges of the first day of work.	Learn how to dress appropriately and basic company policies.	Describe basic company policies.	
	What You Can Expect From Your Employer	Identify the typical forms of payment.	Learn about common employee benefits.	Discover the importance of employee performance reviews.	

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	Desirable Employee Qualities	Review personal qualities that employers look for in employees.	Develop strategies for exhibiting important personal qualities.		
	Ethical Behavior	Discover why ethics are so important in the workplace.	Determine how to behave ethically in the workplace.		
Attitudes and Legalities					
	Attitudes for Success	Explain the importance of a positive attitude, high self-esteem and enthusiasm in the workplace.	Discover how to use assertion at work.		
	Acting Like a Professional	Learn how to react professionally to workplace gossip, pressures, and criticism.	Review methods used to control anger and the job.		
	The Law in the Workplace	Identify laws that make workplace discrimination illegal.	Propose steps to take to stop any sexual harassment or discrimination at work.		
Interpersonal Relationships at Work					
	Your Personal Traits at Work	Recognize and develop personal traits that will ensure a professional relationship with others in the workplace.	List behaviors that make an effective co-worker.		
	Applying Interpersonal Skills	Learn and practice proper workplace etiquette.	Adopt strategies for resolving conflicts.	Learn to increase and appreciate workplace sensitivity and diversity.	
	Teamwork	Recognize how teamwork benefits both team members and businesses.	Identify the steps involved in establishing and maintain a successful team.		

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	Leadership	Identify the qualities and characteristics, leadership styles of effective leaders and supervisors.	Learn the procedures involved in leading a formal meeting.		
Professional Communication Skills					
	Speaking & Listening	Improve communication skills by considering purpose, audience, and subject before speaking.	Develop strategies for improving listening and note-taking skills.		
	Writing & Reading	Learn to write appropriately for a variety of formats.	Use reading strategies such as previewing and skimming.		
	Making Decisions on the Job	Use the decision making process to streamline, clarify decisions.	Evaluate alternatives and the consequences of decisions.	Learn to prioritize work.	
	Solving Workplace Problems	Identify and solve workplace problems using the problem solving process.	Generate, compare, and implement solutions.	Evaluate the results of decisions.	
Technology and Time Management					
	Changing Technology in Everyday Living	Identify how changing technology affects the workplace.	Identify actions to take to become a more technologically literate worker.		
	Computer Software and its Applications	List the uses of common computer programs used in the business world.	Explain how businesses use the Internet and basic copyright protections.		
	Using Time Effectively	Learn how to prepare a schedule to accomplish important tasks.	Identify strategies and techniques for using time effectively.		
	Organizing Your Work	Discover how to organize yourself and tasks.	Develop and maintain systems for organizing paperwork and computer skills.		

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Economics and the Consumer					
	Our Economic System	Define a free-enterprise system and identify producers and consumers.	Discover why prices go up and down, and what the marketplace is.	List three factors that are used to assess the health of the economy.	
	You, the Consumer	Describe how to make wise shopping decisions.	Identify common types of consumer fraud and how to avoid such tactics.		
	All About Taxes	List the basic forms of taxes and the services they finance.	Identify five characteristics of a good tax system.	Describe how to determine whether income tax is owed.	List the steps involved in completing a federal tax return.
	All About Social Security	Describe how the Social Security system works.	Identify four Social Security program benefits and two state social insurance benefits.	Describe the challenges facing the Social Security system today.	
Managing your Money					
	Budgeting	Identify and list the steps in planning a budget.	Describe ways to keep records effectively.	Develop strategies for staying within a budget.	
	Coping with Financial Responsibility	Identify and list personal changes that might affect finances.	List ways to adjust to economic changes.	List several sources of help for financial problems.	
	Saving Money	Identify common methods for saving money.	Explain the characteristics of retirement plans.		
	Checking Accounts and Other Banking Services	List some factors to consider when selecting a personal checking account.	Write a check and fill out a check register.	Reconcile a checking account.	
	Using Credit Wisely	List the different types of credit.	Explain the advantages and disadvantages of using credit.	Compare credit costs.	