**Career Planning**

1. Exploring Careers
   1. Introduction to Work
      1. Defining Work
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Reasons for Work
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Workplace Types and the Economy
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Workplace Trends
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      5. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   2. Performing a Self-Assessment
      1. Making Effective Decisions
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Examining Your Personality
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Exploring Your Interests
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Portfolio Activity: Self-Assessment Profile
         1. Direct Instruction
      5. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   3. Investigating Career Opportunities
      1. Researching Careers
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Career Expectations
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Becoming an Entrepreneur
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Planning Your Career
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      5. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
2. Entering the Workforce
   1. The Job Search Process
      1. Developing Your Career Network
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Completing a Job Search
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Job Applications and References
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Portfolio Activity: Personal Fact Sheet
         1. Direct Instruction
      5. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   2. Writing a Professional Résumé
      1. Introduction to Résumé Writing
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Parts of a Résumé
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Writing an Effective Résumé
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Résumé Formatting and Distribution
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      5. Portfolio Activity: Writing a Résumé
         1. Direct Instruction
      6. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   3. Writing a Cover Letter
      1. Introduction to Cover Letters
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Sending a Cover Letter
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Portfolio Activity: Writing a Cover Letter
         1. Direct Instruction
      4. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   4. Developing Interview Skills
      1. Interviewing Basics
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Preparing for the Interview
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Succeeding in the Interview
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Follow Up After the Interview
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      5. Portfolio Activity: Writing a Thank-you Letter
         1. Direct Instruction
      6. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
3. Succeeding in the Workplace
   1. Starting a New Job
      1. Your First Day
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Employee Expectations
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Desirable Employee Qualities
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Being a Professional
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      5. Workplace Health
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      6. Safety on the Job
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      7. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   2. Working with Others
      1. Being an Effective Co-worker
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Workplace Etiquette
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Teamwork and Collaboration
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Conflict in the Workplace
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      5. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   3. Workplace Ethics and Legalities
      1. Ethical Behavior
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Workplace Right and Laws
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. You and the Legal System
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
4. Developing Professional Skills
   1. Improving Your Professional Skills
      1. Speaking and Listening
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Reading and Writing
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Making Decisions at Work
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Problem Solving
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      5. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   2. Technology and Time Management
      1. Technology Basics
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Computer Technology and Applications
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Using Your Time Effectively
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. Organizing Your Work
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      5. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   3. Taking Control of Your Career
      1. Attitudes for Success
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Becoming a Leader
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Professional Development
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
   4. Your Evolving Career
      1. Preparing for the Future
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      2. Changing Jobs or Careers
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      3. Balancing Work and Your Personal Life
         1. Vocabulary
         2. Direct Instruction
         3. Practice
         4. Quiz
      4. **Topic Test - (Must be taken in Person)**
         1. Topic Review Activity
5. Cumulative Exam - (Must be taken in Person)
   1. Cumulative Exam Review