

*All work done counts for points. Make sure you turn in all your work with: your name, the hour, and the date, for credit.*

- 9/2 Seating chart established. Expectations sheet read and discuss and take home for 25 pts. The Expectation Sheet is to be homework. It is to be signed by a parent, and is worth 25 points. Survey for ERCA. Vocab Alert 1  
Folders passed out. Start autobiography in CPW.
- 9/3 Assign book numbers and post book # chart. Read chapter 1 page 4 of the textbook Succeeding in the World of Work.  
Chapter 1 vocab in CPW.
- 9/4 Study Strategies Made Easy Video 45 minutes long. Take notes.
- 9/5 Video and note taking on video Developing Good Study Skills. 10 pts.
- 9/8 Chapter 2 of Textbook Succeeding in the World of Work. Page 24. Self-Assessment. End of unit 1. Chapter 2 Vocab  
in CPW.
- 9/9 Work on Values assignment CPW and Interests assignment CPW.
- 9/10 Learning Styles assignment CPW.
- 9/11 Autobiography start pages 1 & 2 in CPW
- 9/12 Into Thin Air . Introduce country, continent, extreme goal setting, global economy. Nepal, show on map where the  
country is located. Stress that it is on the continent of Asia. Ask for other continent names. Sequence chart in CPW
- 9/22 Vocab Alert 2. Chapter 3 of Textbook Succeeding in the World of Work Page 50. Unit 2. Exploring Careers.
- 9/23 Chapter 3 vocabulary in the CPW
- 9/24 Finish all other work from Tues. Finish Autobiography in CPW
- 9/25 Review Employability Self Assessment, Vocabulary group work from worksheets.
- 9/26 Video Into Thin Air Sequence chart to be completed, due at end of hour. **Progress reports go home!**
- 9/29 Read Chapter 4 of textbook. Researching Careers page 68. Introduce Career Cruising. Show students how to access  
account, how to do the pathways, lifetime goals and the resume builder.
- 9/30 Career Planning Survey CPS 10 pts
- 9/31 Career planning Survey CPS
- 10/1 Page 33 of CPW, rules of the Compute Lab. Go over Portfolio Requirements sheet; check off what is done so far.
- 10/2 Finish video Into Thin Air. Complete sequence chart and turn in for points. Homework: Complete Reflection on Into  
Thin Air. Write a reflection paper on Into Thin Air, Address: 1. What happened in the movie? 2. How do you feel or  
what do you think of what happened? What did you learn that you did not know before? Page 29 and 30 of CPW.
- 10/6 Computer Lab room 225 or 226 Computer Lab intro to procedures in lab. Learn to open ECP and save to MY  
Documents. Access Career Cruising for Resume Builder. Klingensmith computer lab Career Cruising assignment.
- 10/7 Get A Life Book pages 2,3,5,8,9,10,11,12,25 and 26
- 10/8 Finish Get A Life Book assignment
- 10/9 Read Chapter 5 Developing an Individual Career Plan page 88.
- 10/10 Video Up Against The Wall Venn Diagram I in CPW 10 pts
- 10/13 Computer Lab Do Career Cruising Pathways and Lifetime Goals.
- 10/14 Read Chapter 6 of textbook, Finding and Applying for a Job. Page 112
- 10/15 Fill in job application CPW, Begin resume and cover letter in CPW
- 10/16 Page 46 of CPW, Page 13, Page 19,  
10/17 Video Up Against The Wall Venn Diagram 11 in CPW 10pts End of 1<sup>st</sup> marking period. Write Reflection  
paper #2 pages 31 and 32 of CPW.

### **END OF MARKING PERIOD!**

### **2<sup>nd</sup> Marking Period**

- 10/20 Read Chapter 7 of textbook, Interviewing page 132.
- 10/21 Write thank you letter CPW.
- 10/22 Group work vocab sheets Correspondence
- 10/23 Answer interview questions, practice interviewing each other.
- 10/24 Venn Diagram I Video Iron and Silk Venn in CPW
- 10/27 Computer Lab
- 10/28 Mission Possible starts
- 10/29
- 10/30 Thank you letter Page 21 CPW. Chapter 6. Finding a Job.
- 10/31 Venn Diagram II Iron and Silk Venn in CPW
- 11/3 Computer Lab
- 11/4 Mission Possible

11/5 Group work vocabulary  
11/6 Chapter 6 Job application CPW page 22 & 23  
11/7 In search of Character video series Respect, **PROGRESS REPORTS!**

11/10 Computer Lab  
11/11 Mission Possible  
11/12 Resume and cover letter CPW  
11/13 Chapter 7. Interviewing.  
11/14 Video Radio, discussion on diversity, respect

11/17 Computer Lab work on career portfolio  
11/18 Mission Possible  
11/19 Group work Vocab  
11/20 Chapter 8. Beginning a new job.  
11/21 Video Radio Venn Diagram

11/24 Computer Lab  
11/25 Mission Possible  
11/26 Everest—closure for Into Thin Air  
11/27 Thanksgiving Break  
11/28 Thanksgiving Break **End of 2<sup>nd</sup> Marking Period!**  
Syllabus page 2/2  
3<sup>rd</sup> Marking period

12/1 Computer Lab  
12/2 Mission Possible  
12/3 Vocab alert 3 and goals worksheet 10 pts.  
12/4 Chapter 9. Workplace Ethics.  
12/5 Video Dying High worksheet worth 10 pts. Nightmare on Drug Street  
Make connections between Mission Possible and videos. Discuss Radio and Fairness video.

12/8 Computer Lab  
12/9 Mission Possible Mrs. Reyes and Monopoly  
12/10 group work vocabulary  
12/11 Chapter 10. Developing a Positive Attitude  
12/12 Temptations Sequence Chart in CPW

12/15 Computer Lab  
12/16 Mission Possible  
12/17 Mock Interview taped Make a Pinnacle movie of taped student interviews.  
12/18 Cover letter test  
12/19 Temptations Sequence Chart in CPW for Arts and Communication Pathway

### **PROGRESS REPORTS!**

12/22 3 worksheets Read together, highlight jobs in yellow that can be performed at your age right now. Fill in work permit.  
All worth 30 pts.  
12/23 Mission Possible  
12/24 Temptations. Sequence chart in CPW

### **Winter Break begins**

1/5 View and rate Mock Interviews  
1/6 Mission Possible  
1/7 ECP Final Project  
1/8 ECP Final Project  
1/9 ECP Final Project  
1/12 Chapter review chapters 1 - 5  
1/13 Chapter review chapters 6 - 10  
1/14 **FINAL EXAMS**  
1/15 **FINAL EXAMS**  
1/16 **FINAL EXAMS**

### **END OF 1<sup>ST</sup> SEMESTER**