

CAREER PREPARATION I SYLLABUS 2016-17

FIRST SIX WEEKS	SECOND SIX WEEKS	THIRD SIX WEEKS
<p>Identify employment opportunities Demonstrate workplace skills Develop personal resume Complete job search documents including W-4 forms and applications Demonstrate appropriate interview skills Create personal portfolio letter of intent</p>	<p>Identify and apply safe working practices Demonstrate knowledge of personal and occupational safety practices Offer solutions related to unsafe work practices Explain occupational safety and health admin. Regulations Determine health and wellness practices that influence job performance</p>	<p>Identify and practice effective interpersonal and team building skills Develop leadership skills Discuss personal integrity and job relations Analyze employer expectations Develop listening skills Identify ethical standards Comply with organizational policies and procedures</p>
FOURTH SIX WEEKS	FIFTH SIX WEEKS	SIXTH SIX WEEKS
<p>Apply mathematical skills to business transactions Develop personal budgets based on career Interpret tables and charts to estimate solutions to problems Organize write and compile workplace business documents Summarize the rights and responsibilities of the employers and employees Determine effective money management plans</p>	<p>Research and compare workplace policies and procedures Demonstrate ethical and responsible behavior Summarize provisions of the fair labor standards act Describe the consequences of breach of confidentiality Describe laws related to different careers</p>	<p>Analyze future employment outlook Describe entrepreneurial opportunities Compare rewards for various levels in various careers Evaluate career retention in a changing global market Summarize rights of employees and employers Evaluate employment options of salaries and benefits</p>

