

Timeline / Marking Period	Topics	Essential Questions or Unit	Cur. Standards & Benchmarks	Assessments
Month 1 (Sept.)	Ch1 : Preparing for Life's Many Tasks		1.2.1, 1.1.5, 1.1.6	
	Choosing Your Career	What is your identity?		
	Defining Work	What are the steps in the career planning process?		
	Developing Your Career Skills	What are the communication styles and your communication style?		
		What are the aspects of job satisfaction?		
		Why are jobs skills important?		
Month 1 (Sept.)	Ch2 : Knowing Yourself: Interests & Aptitudes		1.2.1	
	Influences	What influences your career goals?		
	Personality	What are the parts of your personality and how do they affect you?		
	Aptitudes	Do you prefer to work with data, people, or things?		
	Leisure Time	What is the relationship activities, personality, and career roles?		
Month 2 (Oct.)	Ch3 : Knowing Yourself: Values & Goals		1.1.3, 1.1.6, 1.2.1	
	Values	How do values affect career choice?		
	Goals	What are goals and how do you set them?		
	<i>SMART Goals</i>	What are positive and negative attitudes?		
	Attitudes	What is the connection between career choice and lifestyle options?		
	Lifestyles			
Month 2 (Oct.)	Ch4 : Problem Solving: Making Choices		1.1.3, 1.1.6	
	Making Decisions	What are differences between the styles of decision making?		
	<i>Decision-Making Model</i>	What are the steps in the rational decision making process?		
	Matching Characteristics to Careers	How does your personal orientation relate to the seven work orientations?		
	Setting Career Goals for Today and Tomorrow	How do you apply goal setting and decision making to career planning?		
Month 2 (Oct.)	Ch5 : Researching & Understanding Career Information		1.2.1	
	Researching Occupational Information	How do you use resources to find occupational information?		
	Classifying Occupational Information	What are the classification systems?		
	Exploring Careers Through Experience	How can you explore different careers?		
	<i>Career Exploration & Research Application</i>	How do you gain career knowledge through worker interviews?		
Month 3 (Nov.)	Ch6 : Looking Ahead: Education & Training		1.2.2, 1.3.4, 1.1.6,	
	The Importance of Education and Training	Why is continuing education important?		
	High School Preparation	How do high school classes relate to occupations?		
	Postsecondary Education	What are the post-secondary education options?		
	Apprenticeship Programs	How do you evaluate higher ed schools and pick one that meets your needs?		
	Vocational Training Opportunities			
	On-the-Job Training, Civilian, Military			
	Community Colleges, Colleges, and Universities			

Month 3 (Nov.)	Ch7 : Expressing Yourself: Effective Communication		1.2.3	
	The Magic of Language: Understanding	What vocabulary and style is appropriate for the workplace?		
	Speaking, Listening, and Responding	What messages are conveyed non-verbally?		
	Writing and Reading	How can you improve listening skills?		
	Improving Interpersonal Relationships	How do you write business letters and emails?		
	Resolving Conflicts	How can you improve reading skills?		
		How do groups work effectively?		
		What the different styles of groups and leadership?		
		What are techniques to solve conflict?		
Month 3 (Nov.)	Ch8 : Conducting the Job Search		1.2.2,	
	Planning Your Job Search	How do you plan a job search strategy?		
	Finding Job Leads	How do you use the six methods to obtain job leads?		
	Creating Your Personal Data Sheet and Res	How do you prepare a personal data sheet?		
	Writing a Successful Cover Letter	How do you write a professional resume'?		
		How do you write a cover letter?		
Month 4 (Dec.)	Ch9 : Applying and Interviewing for a Job		1.2.2, 1.2.3, 1.2.6	
	Job Application Forms	How do you fill out a job application?		
	Preemployment Tests	What are the preemployment tests and how do you prepare?		
	Making a Good Impression	How do you prepare for interviews?		
	Successful Job Interviews	How do you evaluate an interview?		
	Summer and Part-Time Jobs	How do laws affect interviews and the job app process?		
	Full-Time Jobs	How do you evaluate job offers?		
		What are the work opportunities available to you?		
		What is the role of education and preparation in obtaining a job?		
Month 4 (Dec.)	Ch10 : Taking Responsibility for Your Job Success		1.2.2, 1.2.3, 1.2.4, 1.2.6, 1.1.6	
	Having a Positive Attitude	What is the important and effect of attitude?		
	Beginning a New Job	What do employers expect of employees and vice versa?		
	Laying the Groundwork for Career Success	What are good workplace habits and how do you develop them?		
Month 4-5 (Dec.-Jan.)	Ch11 : Making Progress on the Job		1.2.2, 1.1.6, 1.1.5, 1.3.5, 1.3.4, 1.2.4, 1.2.6	
	Conforming to the Organization	What is the corporate culture of different organizations?		
	Being Supervised	What is the difference between control and team oriented management?		
	Getting Along with Coworkers	How do you behave professionally and develop effective relationships with bosses?		
	Earning Promotions	How do you behave professionally and develop effective relationships with coworkers?		
	Understanding Labor Unions	What are the factors for getting a promotion?		
		What are goals and effects of labor unions?		
Month 6 (Feb.)	Ch12 : Defining Roles, Rights, and Responsibilities		1.2.2, 1.3.5	

	Performance Appraisals	How do job performance appraisals work?		
	Ethics	Why are ethical practices important?		
	Federal Rules and Regulations	What are the federal laws regarding workers' rights?		
	Fringe Benefits	How does medical insurance work and other benefits?		
	The Work Schedule	What are the reasons for different types of work schedules?		
	Organizational Training and Education			
Month 6 (Feb.)	Ch13 : Managing Career Change and Growth		1.2.2, 1.1.6, 1.2.5	
	Defining Career Success	What does career success mean?		
	Changing Jobs	What are the different forms of direct compensation?		
	Losing Your Job	How do you ask for a raise?		
		What are strategies for leaving unsatisfactory jobs?		
		Why do people lose jobs and how does affect their lives?		
		What help is available for the unemployed?		
Month 6 (Feb.)	Ch14 : Adapting to a Changing Workplace		1.2.2, 1.1.6, 1.2.5	
	Changing Opportunities	What changes are going to effect the US workforce in the future?		
	Issues in a Changing Workplace	What and how do workplace issues concern government, employers, and workers?		
	Women in the Workforce	What is the changing role of women in the workforce?		
	Preparing for a Changing World of Work	How can workers be adaptable in the changing world of work?		
Month 7 (March)	Ch15 : Connecting Economics and Work		1.1.2, 1.1.1	
	Production and Service Systems	How do services and products become part of the economy?		
	Producers and Consumers	How does supply, demand, and competition interact?		
	Our Monetary System	How does money and the banking system work in the US economy?		
	Good Times and Bad Times	What changes take place as the economy cycles?		
	Technology and Change	What are the major ways technology affects the economy?		
	A Global Economy	What are the basic concepts of global trade?		
Month 7 (March)	Ch16 : Starting a Business		1.3.4	
	The American Dream : Your Own Business	What are the personal characteristics common to successful entrepreneurs?		
	Different Forms of Business Ownership	What are three major forms of business ownership?		
	Planning for Success	What questions does a business plan need to answer?		
	Financing a Business	How do businesses estimate cost, secure funding, and keep records?		
	Piles of Paperwork	What are the major forms of paperwork involved in business?		
Month 7 (March)	Ch17 : Managing Your Income		2.6, 2.7	
	Your Paycheck	How does a paystub work and can you read it for mistakes?		
	Bank Services	How do bank accounts and interest work?		
	Borrowing and Credit	How do loans work and how do you compare them?		
	Money Management and Budgets	What are your credit rights and how do you use credit responsibly?		
		How do you plan and maintain a personal budget?		

Month 8 (April)	Ch18 : Being A Wise Consumer		2.3, 2.6, 2.7	
	Buying Necessities and Frills	What are good shopping strategies and guidelines for making good choices?		
	Analyzing Advertisements and the Media	How do you evaluate advertisements for truth and messages?		
	Finding a Place to Live	How do you find a place to live?		
	Understanding Consumer Rights	What are the basic consumer rights and how do you avoid fraud?		
	Purchasing Your First Automobile	How do you buy a car?		
	Protecting Yourself with Insurance	How does insurance work and why is it important?		
Month 8 (April)	Ch19 : Achieving Wellness		2.6, 2.7	
	Protecting Yourself with Insurance	Why nutrition and exercise important?		
	Medical Care and Health Insurance	What are the factors involved in choosing a doctor and health insurance?		
	Substance Abuse	How does substance abuse affect the workplace?		
	Health and Safety in the Workplace	What are the major reasons for workplace accidents and the role of OSHA?		
		How does stress affect work and home life?		
Month 9 (May)	Ch 20 : Accepting Civic Responsibility		1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6	
	Understanding Civic Responsibility	What are your responsibilities as a citizen?		
	Solving Social Problems	Why is voting a civic responsibility?		
		What is the purpose of laws and why is following them important?		
		What are the major social problems and issues in the US?		
Month 9 (May)	Ch21 : Balancing Your Career and Your Life		1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.1.6	
	Life Stages	What are the life stages?		
	Love and Dating	What are your life goals regarding work and family?		
	Marriage	What are responsibilities in work and family?		
	Parenting and Work	How do you handle major life and work events?		
	Divorce	What are your philosophies and expectations regarding work and life?		
	Your Career Philosophy			