**2020-2021 School Year Weekly Calendar**

**Career Preparation At Home**

***Short Weeks Are In Red***

**First Six Weeks**

**Week 1, August 12th-14th**

**Defining Work**

**Week 2, August 17th-21st**

**Reasons for Work**

**Workplace Types and the Economy**

**Week 3, August 24th -28th**

**Workplace Trends**

**Topic Test**

**Week 4, August 31st –September 4th**

**Safety and Injury Prevention**

**Making Wise Personal-Safety Decisions**

**Week 5, September 8th- 11th**

**Environmental Health and Safety**

**Week 6, September 14th- 18th**

**Environmental Conditions and Safety**

**Test**

**Second Six Weeks**

**Week 1, September 21st -25th**

**Developing Your Career Network**

**Completing a Job Search**

**Week 2, September 28th –October 2nd**

**Job Applications and References**

**Portfolio Activity: Personal Fact Sheet**

**Topic Test**

**Week 3, October 5th -9th**

**Introduction to Résumé Writing**

**Parts of a Résumé**

**Week 4, October 13th -16th**

**Writing an Effective Résumé**

**Week 5, October 19th – 23rd**

**Résumé Formatting and Distribution**

**Portfolio Activity: Writing a Résumé**

**Week 6, October 26th – 30th**

**Topic Test**

**Introduction to Cover Letters**

**Third Six Weeks**

**Week 1, November 2nd -6th**

**Sending a Cover Letter**

**Portfolio Activity: Writing a Cover Letter**

**Week 2, November 9th – 13th**

**Topic Test**

**Interviewing Basics**

**Week 3, November 16th – 20th**

**Preparing for the Interview**

**Succeeding in the Interview**

**Week 4, November 30th – December 4th**

**Follow Up After the Interview**

**Portfolio Activity: Writing a Thank-you Letter**

**Week 5, December 7th – 11th**

**Topic Test**

**Your First Day**

**Week 6, December 14th – 18th**

**Employee Expectations**

**Desirable Employee Qualities**

**Fourth Six Weeks**

**Week 1, January 5th – 8th**

**Being a Professional**

**Week 2, January 11th – 14th**

**Workplace Health**

**Week 3, January 19th -22nd**

**Safety on the Job**

**Week 4, January 25th -29th**

**Topic Test**

**Being an Effective Co-worker**

**Week 5, February 1st -5th**

**Workplace Etiquette**

**Teamwork and Collaboration**

**Week 6, February 8th -12th**

**Conflict in the Workplace**

**Topic Test**

**Week 7, February 16th – 19th**

**Ethical Behavior**

**Fifth Six Weeks**

**Week 1, February 22nd – 26th**

**Workplace Right and Laws**

**You and the Legal System**

**Week 2, March 1st – 5th**

**Topic Test**

**Speaking and Listening**

**Week 3, March 8th -11th**

**Reading and Writing**

**Week 4, March 22nd – 26th**

**Making Decisions at Work**

**Problem Solving**

**Week 5, March 29th – April 1st**

**Topic Test**

**Week 6, April 5th – 9th**

**Technology Basics**

**Computer Technology and Applications**

**Week 7, April 13th – 16th**

**Using Your Time Effectively**

**Sixth Six Weeks**

**Week 1, April 19th -23rd**

**Organizing Your Work**

**Topic Test**

**Week 2, April 26th -30th**

**Attitudes for Success**

**Becoming a Leader**

**Week 3, May 3rd -7th**

**Professional Development**

**Topic Test**

**Week 4, May 10th – 14th**

**Preparing for the Future**

**Changing Jobs or Careers**

**Week 5, May 17th -21st**

**Balancing Work and Your Personal Life**

**Topic Test**

**Week 6, May 24th -26th**

**Cumulative Exam**