

*SPECIFIC COURSE ASSIGNMENT

TITLE OF COURSE: Workforce Essentials

SEMESTER: Spring 2010

TEACHER: Leigh Anna Trimble

Week 1	Date	Topic	Assignments	Test Date
Monday	January 4	Communication research		
Tuesday	January 5	Communication research	COS 13	
Wednesday	January 6	Overview of Communication Skills	Core 5	
Thursday	January 7	Motivational Speaker	Core 5, 12, COS 1	
Friday	January 8	Required documentation preparation	COS 13	

Week 2	Date	Topic	Assignments	Test Date
Monday	January 11	Current year's natural disasters effect on the job market	Internet Research of News Agencies	
Tuesday	January 12	Discuss the economic, social and political impact involving expansion, downsizing, or closing of a company. COS 2, Core 14	Textbook: Chapter 19 Economics and Consumer Vocabulary and questions	January 19
		Review Consumer Price Index, Core 6,	Graph Reading	
Wednesday	January 13	Exercise on buying a Used Car, Core 4, COS 4 (Consider speaker here)	Research Handout	
Thursday	January 14	Long-Range buying plans, Checking out consumer products, Core 4, COS 4	Activity 19-2 through 9-19-5; Handouts;	
Friday	January 15	Test on Chapter 19 Vocabulary	Internet Research	

Week 3	Date	Topic	Assignments	Test Date
Monday	January 18	Martin Luther King Jr. Holiday		
Tuesday	January 19	Address the personal aspect involved including finances, relocation, unemployment compensation, severance pay, and career modification with particular focus on hurricane victims COS 3, Core 4	Textbook: Chapter 24 Adapting to Change Vocabulary and questions	February 1
Wednesday	January 20	Continue	Activity How to get a raise	
Thursday	January 21	Continue	Activity What would you do if?	
Friday	January 22	Continue	Activity How to reduce stress	

Week 4	Date	Topic	Assignments	Test Date
Monday	January 25	Planning for Lifelong Learning		February 1
Tuesday	January 26	What to do when you need career help		
Wednesday	January 27	Continue	Chapter Review for test tomorrow	
Thursday	January 28	Test on Chapter 24		
Friday	January 29	Tax Speaker		

Week 5	Date	Topic	Assignments	Test Date
Monday	February 1	Project financial requirements based on the student's career objective COS 7, Core 4, 6	Textbook: Chapter 23—Taxes and Social Security ;Chapter 20—Managing Your Money;	February 9 February 15
Tuesday	February 2	Activity 23-1, 23-2, 23-3, 23-4		
Wednesday	February 3	Go over Activities	Check career assessment web site and other available software for available information	
Thursday	February 4	Prepare student tax forms		
Friday	February 5	Test on tax form		

Week 6	Date	Topic	Assignments	Test Date
Monday	February 8	Social Security Speaker, Student Interview		
Tuesday	February 9	Evaluation and follow-up of Speaker	Examine FICA contributions	
Wednesday	February 10	Define all taxes on stub	Examine Stubs	
Thursday	February 11	Define all taxes on stub	Examine Stubs	
Friday	February 12	Tax Problem Test	Income Tax	

Week 7	Date	Topic	Assignments	Test Date
Monday	February 15	President's Day		
Tuesday	February 16	In-service – no school for students		
Wednesday	February 17	Financial Planning Teen Website		
Thursday	February 18	Activity 20-5		
Friday	February 19	Small Business Owner Speaker		

Week 8	Date	Topic	Assignments	Test Date
Monday	February 22	Internet Research on Cost of Living		
Tuesday	February 23	Analyze factors such as geographic area, cost of property, cost of home mortgage, clothing cost, vehicle cost/payments, food cost and utilities COS4, Core 4,6	Textbook: Chapter 2 Getting to Know Yourself Check career assessment web site	March 6
Wednesday	February 24	Discuss chapter, define terms	Written terms (2 copies)	

Thursday	February 25	Data-People-Things-Preferences	Written Activities	
Friday	February 26	Internet and career assessment research		
Week 9	Date	Topic	Assignments	Test Dates
Monday	March 1	Review research and for test		
Tuesday	March 2	Test Chapter 2 /vocabulary		
Wednesday	March 3	Living Expenses	On-line Newspaper research	
Thursday	March 4	Real Estate speaker		
Friday	March 5	Retail Grocer speaker		

Week 10	Date	Topic	Assignments	Test Date
Monday	March 8	No School for Students and Staff		
Tuesday	March 9	Getting to Know Yourself	Activity 2-5 Consider Your Personality: Explore Kuder for use on this subject	
Wednesday	March 10	Assign Career Project/Personal Evaluation Project	Discuss Project Requirements	
Thursday	March 11	Getting to Know Yourself	Activity 2-6 Finding Out About Yourself as Related to Careers Project Assignment	Career/Personal Evaluation Project Presentations May 20-22
Friday	March 12	Work on Career Projects		

Week 11	Date	Topic	Assignments	Test Date
Monday	March 15	Work on Career Projects	Present 2 Careers as a Project	Presentations Begin Tomorrow
Tuesday	March 16	Present Career Projects		
Wednesday	March 17	Present Career Projects		
Thursday	March 18	Present Career Projects		
Friday	March 19	Inclement Weather Day		

Week 12	Date	Topic	Assignments	Test Date
Monday	March 22	Discuss interpersonal skills and problem solving COS 8; Core 5, 10, 12, 13, 14	Chapter 16, Thinking Skills on the Job, Introduce Chapter	April 10, Test on Chapters 16 & 13
Tuesday	March 23	Discuss Conflict Resolution	Class Discussion	
Wednesday	March 24	Discuss Workplace Ethics	Chapter 16 Vocabulary	
Thursday	March 25	Discuss Teambuilding, mentoring, personal networking, diversity,	Activity 16-1, Fact & Opinion Activity 16-2 Looking for Problems	
Friday	March 26	Career assessment web site should have information for this week's work.	Activity 16-3 Thinking Creatively Activity 16-4, Knowing how to Use Resources (Rearrange Classroom) Activity 16-5 Problem Solving	

Week 13	Date	Topic	Assignments	Test Date
Monday	March 29	Discuss labor relations, skills, employee/employer expectations	Chapter 13, Interpersonal Relationships at Work, Introduce	
Tuesday	March 30	Continue (Try to get a speaker who is knowledgeable about subject)	Class Discussion	
Wednesday	March 31	Continue	Chapter 13 Vocabulary	
Thursday	April 1	Continue	Activity 13-1, Case Studies, 13-2 Personal Effectiveness	
Friday	April 2	Continue	13-3 Improving Personal Traits, 13-4 Developing Interpersonal Skills, 13-5 Learning About Workplace Diversity	

Week 14	Date	Topic	Assignments	Test Date
Monday	April 5	Review for Test on Chapters 16, 13	Chapter 6, Finding and Applying for a different job, Vocabulary	
Tuesday	April 6	Test on Chapters 16, 13	Activity 6-1, 6-2, 6-3	
Wednesday	April 7	Conduct a complete and Comprehensive Review of Job Descriptions, Applications, Resume, Interview Skills COS 14 Review	Activity 6-4, 6-5	
Thursday	April 8	Review Hiring Practices, Accepting Employment, Evaluation Process	Speaker from Public Employment Agency	April 27
Friday	April 9	Speaker Evaluation and Discussion		
Week 15	Date	Topic	Assignments	Test Date
Monday	April 12	Termination Procedures	Activity 7-3, 7-4	
Tuesday	April 13	Termination Procedures	Activity 7-3, 7-4	
Wednesday	April 14	Wages and Benefits	Activity 7-5	
Thursday	April 15	Advancement on the Job	U.S. Work World Work Sheets	
Friday	April 16	Test on Chapters 6 & 7		

****Spring Break April 19-23**

Week 16	Date	Topic	Assignments	Test Date
Monday	April 26	Inclement Weather Day		
Tuesday	April 27	Discuss employer/employee rights and responsibilities: Check career assessment web site here.	Handouts and check career assessment web site.	
Wednesday	April 28	Discuss consumer protection laws	Activity 12-1 Analyzing Discrimination	

Thursday	April 29	Discuss credit laws, labor laws, labor unions	Speaker Activity 12-2 Interviewing a Lawyer	
Friday	April 30	Discuss contractual agreements, OSHA, EPA and EEOC	Activity 12-3 Negotiating and Writing a contract	
Week 17	Date	Topic	Assignments	Test Date
Monday	May 3	Continue	Activity 12-4 Small Claims Court	
Tuesday	May 4	Test on Chapter 12		
Wednesday	May 5	Ethics Video		
Thursday	May 6	Ethics Written Exercise based on Video	Written answers	
Friday	May 7	Interview Video (for Reinforcement)		
Week 18	Date	Topic	Assignments	Test Date
Monday	May 10	Work on Student Portfolio		May 21
Tuesday	May 11	Work on Student Portfolio		
Wednesday	May 12	Work on Student Portfolio		
Thursday	May 13	Work on Student Portfolio		
Friday	May 14	Work on Student Portfolio		
Week 19	Date	Topic	Assignments	Test Date
Monday	May 17	Check on Portfolios		
Tuesday	May 18	Review for Exams		
Wednesday	May 19	Review for Exams		
Thursday	May 20	Review for Exams		
Friday	May 21	Exams		
Week 20	Date	Topic	Assignments	Test Date
Monday	May 24	Exams		
Tuesday	May 25	Exams		
Wednesday	May 26	Exams		
Thursday	May 27	Teacher Work Day		
Friday	May 28	FHS Graduation / Teacher Work Day		

***ASSIGNMENTS AND DATES MAY VARY DUE TO SCHEDULE CHANGES, INDIVIDUAL AND GROUP NEEDS, AS WELL AS AVAILABILITY OF MATERIALS, LABS, AND SPEAKERS.**