



Unit 1: Finding and Beginning a New Job

12
Days

Students will learn the steps to finding and securing employment. Students will be able to conduct a job search using networking, internet searches and applying in person. Students will practice interviewing skills and learn how to "Dress for Success". Finally, students will learn how to the proper follow up procedures after applying or interviewing for a job.



Unit 2: Employer Expectations on the job

10
Days

Students will identify the essential workplace skills and traits that employers are looking for in their employees. Students will complete the packet entitled " What your employer expects from you". Students will discuss training handbooks and guidelines found at different types of jobs.



Unit 3: Understanding Your Paycheck

10
Days

Students will define the different parts of a paycheck. Students will fill out sample paycheck stubs to calculate their net pay. Students will compare and contrast different ways to get paid (i.e. hourly wage vs. commission or salary pay).



Unit 4: Workplace Laws and Ethics

12
Days

Students will define the major laws related to the workplace.
Students will be able to identify the differences between Civil and Criminal Law.
Students will explain the importance of ethics in the workplace.



Unit 5: Workplace Safety and OSHA's role in enforcing safety laws

8 Days

Students will identify the major categories of safety hazards found in the workplace.
Students will determine the major safety issues found in their jobs.
Students will demonstrate how safety trends affect their jobs.



Unit 6: The Role of Unions in the Workplace

8
Days

Students will define Labor Unions.
Students will identify the trends in the workplace as they relate to Unions.
Students will determine how the Labor Movement began.
Students will identify the advantages of and disadvantages of joining a Union.



Unit 7: Sexual Harassment in the workplace.

5 of
Days

Students will distinguish between the various types of harassment found in the workplace.
Students will determine how the Anita Hill vs. Clarence Thomas case influenced laws about harassment.
Students will apply the laws to their jobs.



Unit 8: Cultural Diversity in the Workplace.

7 Days

Students will identify current demographic trends in the workplace.
Students will discuss how culture influences the workplace environment.
Students will apply these lessons to their jobs.

