

Career Orientation Pacing Guide

Yearlong Course

Based on <i>Connect to Your Career</i> , Goodheart-Willcox, 2022	Recommended Weeks
FCCLA INTRODUCTION	3 Weeks
Topic 1: Career Planning	5 Weeks
<ul style="list-style-type: none"> • Preparing for Your Career <ul style="list-style-type: none"> Career Preparation and Plan Self-Assessment Skills Assessment SMART Goals Career Pathing Career Portfolio • Soft Skills <ul style="list-style-type: none"> Workplace Ethics Digital Citizenship Certification • Personal Brand <ul style="list-style-type: none"> Personal Brand Statement Personal Commercial 	
Topic 2: Online Presence	3 Weeks
<ul style="list-style-type: none"> • Your Online Presence • Creating Your Online Presence <ul style="list-style-type: none"> Professional E-mail Account • Networking for Your Career <ul style="list-style-type: none"> Professional Networking Networking Etiquette Professional References • Protecting Your Identity <ul style="list-style-type: none"> Identity Theft Employment Scams Websites Malware Create and Maintain a Security Plan 	
Topic 3: Job Application Process	5 Weeks
<ul style="list-style-type: none"> • Resumes <ul style="list-style-type: none"> Resume Formats Nontraditional Resume • Cover Letters <ul style="list-style-type: none"> Cover Letter Submission • Applying for Jobs 	

<p>Job Applications Applying for Jobs in Person Searching and Applying for Jobs Online Managing the Application Process Tracking Applications</p>	
TESTING	2 Weeks
Topic 4: Landing a Job	3 Weeks
<ul style="list-style-type: none"> • Preparing for the Interview Invitation to Interview Company Research In-Person Interview Virtual Interview Interviewer Questions Questions to Ask Interview Preparation • The Interview First Impressions The Interview Second Interview • Evaluating the Interview Post-Interview Techniques The Employment Process 	
Topic 5: Your Career	2 Weeks
<ul style="list-style-type: none"> • Your First Day on the Job Day One Performance Evaluations Workplace Safety Update Your Professional Network • Starting Your Career Professionalism Multigenerational Workplace Your Career 	
<i>Based on CCFCS Curriculum – Career Preparation I and II</i>	
Topic 6: Health and Wellness Related to Job Performance (Topic 3)	2 weeks
Topic 7: Ethical and Legal Responsibilities (Topic 4)	2 weeks
Topic 8: Personal Money Management (Topic 5)	2 weeks

Topic 9: Time Management <i>(CCFCS Curriculum, College and Career Readiness, Topic 3, Unit 2: Goal Setting and Time Management – Time Management Strategies only)</i>	2 Weeks
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Topic 10: Entrepreneurship <i>(CCFCS Curriculum, Career Preparation I and II, Topic 6, Unit 2 only)</i>	3 Weeks
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TESTING	2 Weeks

Pacing Guide prepared by Mary Jane Grayson/Fall 2021