

Key	Optional Semester Model I for Grades 8-10	Optional Semester Model II for Grades 10-12
Green = Required (Content and activities that align to the learning objectives and/or build the Transition Portfolio)		
Yellow = Recommended (Content and activities that support student learning)		
Red = Enrichment (Content and activities that enrich student learning)		
Asterisk (*) = Connection to Ohio Means Jobs website		
EnvisionIT (EIT): Full Curriculum Site Map and Learning Objectives for Grades 7-12	EIT: Career Advising for Student Success I	EIT: Career Advising for Student Success II
Unit 0: Start Here	Unit 0: Start Here	Unit 0: Start Here
Objectives		
Information and Communication Technology (ICT)		
<i>ICT 0a. Ability to identify the key components of EnvisionIT.</i>		
<i>ICT 0b. Knowledge of basic Web browser features.</i>		
<i>ICT 0c. Ability to open, edit, and save documents.</i>		
Site Map		
0.1 Introduction to the Course - Part 1		
0.2 Introduction to the Course - Part 2		
0.3 Introduction to the Course - Part 3	X	X
0.4 Unit Objectives - What Will I Learn?		
0.5 Unit Key Words		
0.6 Course Map and Checklist		
0.7 Course Outcomes - What Will I Do?		
0.8 Save Time with Bookmarks and Favorites		
0.9 Activity - Bookmark or Favorite this Website	X	X
0.10 What You Will Learn - Part 1: Technology Skills	X	X
0.11 What You Will Learn - Part 2: Your Strengths and Interests	X	X
0.12 What You Will Learn - Part 3: Your Career Goals	X	X
0.13 Activity - Managing and Saving Your Work	X	X
0.14 Activity - Open, Edit, and Save a Worksheet to Your Transition Portfolio Folder	X	X
0.15 Learning Strategies and Supports - Part 1		
0.16 Learning Strategies and Supports - Part 2		
0.17 Learning Strategies and Supports - Part 3		
0.18 Enrichment - Adult Support Activity: Identify Your Mentor		
0.19 Enrichment - Road Trip Nation: The Road Map Career Interest Survey	X	X

0.20 Enrichment - EnvisionIT Resource Blog	x	x
0.21 Enrichment - Ohio Means Jobs: Recommended Tests and Tools for Students*	x ⁺	x ⁺
0.22 Enrichment - Become a Savvy Consumer: Play Admongo (http://www.admongo.gov/)		
0.23 Enrichment - Play "Your Life, Your Money, Your World" (http://www.pbs.org/your-life-your-money/ylymyw.php)		

Unit 1: The Transition Portfolio - A Map to Your Future	Unit 1: Your Career Vision	Unit 1: Your Career Vision
Objectives		
Career Readiness		
<i>TR 1a. Knowledge of the purpose of EnvisionIT as it relates to transition and self-determination.</i>		
<i>TR 1b. Ability to describe the relationship between education levels and employment levels or earnings.</i>		
<i>TR 1c. Ability to define "rubric" as it is used in the EnvisionIT Curriculum.</i>		
<i>TR 1d. Knowledge of what a Transition Portfolio is and what purposes it serves.</i>		
<i>TR 1e. Ability to use a rubric developed for the EnvisionIT Transition Portfolio to rate a sample transition portfolio.</i>		
<i>TR 1f. Ability to work in groups (small or large) and implement defined discussion and presentation behaviors.</i>		
Site Map		
1.1 Unit 1 Pre-Quiz		
1.2 Unit 1 Introduction		
1.3 Unit 1 Objectives - What Will I Learn?		
1.4 Unit 1 Key Words		
1.5 Unit 1 Map and Checklist		
1.6a Group Discussion Activity - Education, Employment, and Earnings - Part 1	x	x
1.6b Group Discussion Activity - Education, Employment, and Earnings - Part 2*	x*	x*
1.7 Why Is This Course Important? - Part 1	x	x
1.8 Why Is This Course Important? - Part 2	x	x
1.9 It's All About You!	x	x
1.10 Activity - Career Vision Survey - Part 1*	x*	x*
1.11 Activity - Career Vision Survey - Part 2	x	x
1.12 Activity - Career Vision Survey - Part 3	x	x
1.13 Activity - Career Vision Survey - Part 4	x	x
1.14 Grading a Transition Portfolio		
1.15 Group Discussion Activity - Grading a Sample Transition Portfolio with a Simple Rubric		
1.16 Group Discussion Activity - Compare and Contrast Rubrics		
1.17 Test Taking Strategy - Multiple Choice Tests		
1.18 Check Your Knowledge - Multiple Choice Tests		
1.19 Unit 1 Review Activity		

1.20 Unit 1 Final Quiz		
1.21 Enrichment - Adult Support Activity: Discuss Your Career Vision Survey Results	X	X
1.22 Enrichment - Extra Credit Activity 1: Build Your Own School - Name Your School	X	X
1.23 Enrichment - Ohio Means Jobs: Recommended Tests and Tools for Students*	X*	X*

Unit 2: Know Thyself	Unit 2: Your Learning Style and Digital Presentation	
Objectives		
Career Readiness		
<i>TR 2a. Knowledge of the purpose of online assessments.</i>		
<i>TR 2b. Ability to analyze and summarize the results of self-assessments by identifying learning preferences.</i>		
<i>TR 2c. Ability to discuss how learning styles and preferences relate to career interests in small groups.</i>		
Information and Communication Technology (ICT)		
<i>ICT 2a. Ability to cut, copy, and paste information into a Web browser or document.</i>		
<i>ICT 2b. Ability to manage (open, close, navigate) multiple Web browser windows.</i>		
<i>ICT 2c. Ability to use a Web browser effectively to navigate to (and complete) specific online career and/or learning preferences assessments.</i>		
<i>ICT 2d. Ability to select and incorporate digital media (textual, graphical, audio, and visual elements) to develop a presentation.</i>		
Site Map		
2.1 Unit 2 Pre-Quiz		
2.2 Unit 2 Introduction - Part 1	X	X
2.3 Unit 2 Introduction - Part 2		
2.4 Unit 2 Objectives - What Will I Learn?		
2.5 Unit 2 Key Words		
2.6 Unit 2 Map and Checklist		
2.7 Getting to Know Yourself Through Assessments - Part 1		
2.8 Getting to Know Yourself Through Assessments - Part 2	X	
2.9 Save Time with Copying and Pasting	X	
2.10 Activity - The VARK Questionnaire	X	X
2.11 Activity - Bookmarks Table	X	X
2.12 Digital Presentations Overview - Part 1	X	X
2.13 Digital Presentations Overview - Part 2	X	X
2.14 PowerPoint Activity - Your Title Page and Self Assessment Results	X	X
2.15 Group Discussion Activity - Chart Your Own Course		
2.16 Literacy Strategy - Compare and Contrast		
2.17 Check Your Knowledge - Compare and Contrast		
2.18 Using the Web to Look Up Words		

2.19 Activity - Job vs. Career Vocabulary Chart	x	x
2.20 Browsing Basics - URL Part 1		
2.21 Browsing Basics - URL Part 2		
2.22 Browsing Basics - The Different Parts of a Web Browser		
2.23 Browsing Basics - Multiple Browser Windows and Tabs		
2.24 Group Discussion Activity - Browse Multiple Websites		
2.25 Unit 2 Review Activity		
2.26 Unit 2 Final Quiz		
2.27 Enrichment - Adult Support Activity: Compare and Contrast VARK Results	x	x
2.28 Enrichment - Extra Credit Activity 2: Build Your Own School - Mascot	x	x
2.29 Enrichment - Alternative Learning Style Surveys	x	x
2.30 Enrichment - Ohio Means Jobs: Recommended Tests and Tools for Students*	x*	x*

Unit 3: Research Careers	Unit 3: Your Career Interests and Career Research	Unit 2: Your Career Research and Postsecondary Goals
Objectives		
Career Readiness		
<i>TR 3a. Considering prior self-assessment results, select two careers based on student's interests and strengths preferences. Ability to identify through OOH the occupational group/industry to which these careers belong.</i>		
<i>TR 3b. Ability to complete career self-assessment in O*Net and compare list of recommended careers with student's two self-selected careers.</i>		
<i>TR 3c. Ability to create a table in MS Word to compare and contrast one career selected by student with one career generated through the career self-assessment in regards to key occupational characteristics listed in OOH and O*Net. Key occupational characteristics include knowledge, skills, and abilities needed for the job; student's current knowledge, skills, and abilities; educational requirements; duties; occupational group/industry; work environment; job outlook; and pay.</i>		
Financial Literacy		
<i>FL 3a. Ability to identify average pay for two careers of interest using OOH or O*Net websites.</i>		
Information and Communication Technology (ICT)		
<i>ICT 3a. Knowledge of the primary purpose of different websites.</i>		
<i>ICT 3b. Ability to evaluate the credibility of the author, publisher, timeliness and accuracy of website content using multiple strategies.</i>		
<i>ICT 3c. Ability to use a Web browser effectively to navigate and complete a career assessment.</i>		
Site Map		
3.1 Unit 3 Pre-Quiz		
3.2 Unit 3 Introduction - Part 1	x	x
3.3 Unit 3 Introduction - Part 2		
3.4 Unit 3 Objectives - What Will I Learn?		
3.5 Unit 3 Key Words		
3.6 Unit 3 Map and Checklist		
3.7 What Can You Tell From a URL? - Part 1		
3.8 What Can You Tell From a URL? - Part 2		
3.9 A Website's Primary Purpose - Part 1		
3.10 A Website's Primary Purpose - Part 2		

3.11 Group Discussion Activity - Determine a Website's Primary Purpose		
3.12 Credible Information		
3.13 Activity - Evaluating Websites		
3.14 Literacy Strategy - Skimming and Scanning		
3.15 Check Your Knowledge - Skimming and Scanning		
3.16 Career Exploration - Part 1	X	X
3.17 Career Exploration - Part 2	X	X
3.18 Career Exploration - Part 3	X	X
3.19 Activity - The O*NET Interest Profiler*	X*	X*
3.20 PowerPoint Activity - Your O*Net Interest Profile Results	X	X
3.21 Career Categories - Part 1	X	X
3.22 Career Categories - Part 2*	X*	X*
3.23 Activity - Occupational Groups and Related Occupations	X	X
3.24 Career Research	X	X
3.25 Activity - Research Your Career Choices	X	X
3.26 PowerPoint Activity - Your Career Choices	X	X
3.27 Unit 3 Review Activity		
3.28 Unit 3 Final Quiz		
3.29 Enrichment - Group Discussion Activity: Career Websites	X	X
3.30 Enrichment - Extra Credit Activity 3: Build Your Own School - Top Education and Training Programs	X	X
3.31 Enrichment - Alternative Career Exploration Surveys	X	X
3.32 Enrichment - Ohio Means Jobs: Recommended Tests and Tools for Students*	X*	X*

Unit 4: Set Career Goals	Unit 4: Your Salary, Budget, and Postsecondary Goals	
Objectives		
Career Readiness		
<i>TR 4a. Ability to define and incorporate the S.M.A.R.T. Goals strategy to write postsecondary employment and education goals for Career Plan A and Career Plan B according to the S.M.A.R.T. goal framework.</i>		
<i>TR 4b. Ability to compare desired job traits with characteristics of two jobs to select a Career Plan A and Plan B for the postsecondary transition plan.</i>		
<i>TR 4c. Ability to evaluate postsecondary employment and educational goals for Career Plan A and Plan B alignment to the S.M.A.R.T. Goals framework using a S.M.A.R.T. Goals rubric.</i>		
Financial Literacy		
<i>FL 4a. Ability to define and comprehend differences between gross income and net income and the deductions that reduce the gross income to the net income.</i>		
<i>FL 4b. Ability to select and incorporate basic budgeting concepts using a table or spreadsheet template to develop a budget.</i>		
Site Map		
4.1 Unit 4 Pre-Quiz		
4.2 Unit 4 Introduction	X	
4.3 Unit 4 Objectives - What Will I Learn?		
4.4 Unit 4 Key Words		
4.5 Unit 4 Map and Checklist		
4.6 Calculating Your Salary - Part 1	X	
4.7 Calculating Your Salary - Part 2	X	
4.8 Calculating Your Salary - Part 3	X	
4.9 Calculating Your Salary - Part 4	X	
4.10 Group Discussion Activity - Gross Income, Net Income, and Your Budget	X	
4.11 Fixed Expenses vs. Variable Expenses	X	
4.12 Savings - Part 1	X	
4.13 Savings - Part 2	X	
4.14 Activity - Determine Your Budget	X	X
4.15 Literacy Strategy - Concept Mapping		
4.16 Check Your Knowledge - Concept Mapping		
4.17 Activity - Plan A and Plan B Career Choices	X	X
4.18 PowerPoint Activity - Your Plan A and Plan B Career Choices	X	X

4.19 S.M.A.R.T. Goals - Part 1	X	X
4.20 S.M.A.R.T. Goals - Part 2	X	X
4.21 S.M.A.R.T. Goals - Part 3	X	X
4.22 S.M.A.R.T. Goals - Part 4	X	X
4.23 S.M.A.R.T. Goals - Part 5	X	X
4.24 S.M.A.R.T. Goals - Part 6	X	X
4.25 Group Discussion Activity - S.M.A.R.T. Goals		
4.26 Postsecondary Goals - Part 1	X	X
4.27 Postsecondary Goals - Part 2	X	X
4.28 Activity - Writing Postsecondary Goals	X	X
4.29 Actionable Steps	X	X
4.30 Activity - Identify Actionable Steps	X	X
4.31 PowerPoint Activity - Your Career Goals	X	X
4.32 Unit 4 Review Activity		
4.33 Unit 4 Final Quiz		
4.34 Enrichment - Adult Support Activity: Achieving Goals with Support	X	X
4.35 Enrichment - Extra Credit Activity 4: Build Your Own School - Income, Expenses, and Budget	X	X
4.36 Enrichment - Alternative Resources on Setting Career Goals	X	X
4.37 Enrichment - Ohio Means Jobs: Recommended Tests and Tools for Students*	X*	X*
4.38 Enrichment - Managing Your Money - Part 1		
4.39 Enrichment - Managing Your Money - Part 2		
4.40 Enrichment - Managing Your Money - Part 3		
4.41 Enrichment - Activity : Manage Your Checking Account		

Unit 5: Train For Your Career	Unit 5: Your Postsecondary Education and Training Options	Unit 3: Your Postsecondary Education and Training Options
Objectives		
Career Readiness		
<i>TR 5a. Ability to research education and/or training options for planning specific careers.</i>		
Financial Literacy		
<i>FL 5a. Ability to research the cost of training/education for specific careers and estimate total cost of training/education.</i>		
<i>FL 5b. Ability to evaluate the options for sources to pay the cost of education/training for specific careers.</i>		
Information and Communication Technology (ICT)		
<i>ICT 5a. Ability to write a good research question to make Internet searches effective.</i>		
<i>ICT 5b. Ability to use keywords to accomplish a search on the Internet.</i>		
<i>ICT 5c. Ability to use search operators to change a search on the Internet.</i>		
Site Map		
5.1 Unit 5 Pre-Quiz		
5.2 Unit 5 Introduction		
5.3 Unit 5 Objectives - What Will I Learn?		
5.4 Unit 5 Key Words		
5.5 Unit 5 Map and Checklist		
5.6 Research Questions		
5.7 Search Words		
5.8 Search Operators		
5.9 Boolean Operators		
5.10 Logical Operators		
5.11 Activity - Search Words, Operators, and Statements		
5.12 Literacy Strategy - R-E-A-P Chart		
5.13 Check Your Knowledge - R-E-A-P Chart		
5.14 Education and Training Options after High School - Part 1	x	x
5.15 Education and Training Options after High School - Part 2	x	x
5.16 Education and Training Options after High School - Part 3	x	x
5.17 Education and Training Options after High School - Part 4	x	x
5.18 Education and Training Options after High School - Part 5	x	x

5.19 Activity - Search for Future Education and Training Options*	x*	x*
5.20 Cost of School - Part 1	x	x
5.21 Cost of School - Part 2	x	x
5.22 Activity - Compare and Contrast Your School Options	x	x
5.23 PowerPoint Activity - Your School Options	x	x
5.24 Financial Aid for Students - Part 1*	x*	x*
5.25 Financial Aid for Students - Part 2	x	x
5.26 Financial Aid for Students - Part 3	x	x
5.27 Activity - Federal Student Aid	x	x
5.28 Unit 5 Review Activity		
5.29 Unit 5 Final Quiz		
5.30 Enrichment - Adult Support: FAFSA4caster	x	x
5.31 Enrichment - Adult Support Activity: Transition Preparation Checklists	x	x
5.32 Enrichment - Extra Credit Activity 5: Build Your Own School - Motto	x	x
5.33 Enrichment - Ohio Means Jobs: Recommended Tests and Tools for Students*	x*	x*

Unit 6: Develop Your Goals	Unit 6: Your Academic and Career Pathways	
Objectives		
Career Readiness		
<i>TR 6a. Ability to research financial aid programs to help pay for education or training in Career Plan A and B.</i>		
<i>TR 6b. Ability to develop SMART short-term and medium-term goals to achieve long-term goals for Career Plan A and/or B.</i>		
<i>TR 6c. Knowledge of the courses necessary for high school graduation and career transition</i>		
<i>TR 6d. Ability to calculate Grade Point Average (GPA) and Cumulative GPA</i>		
Information and Communication Technology (ICT)		
<i>ICT 6a. Ability to use a Web directory to conduct a search.</i>		
Site Map		
6.1 Unit 6 Pre-Quiz		
6.2 Unit 6 Introduction		
6.3 Unit 6 Objectives - What Will I Learn?		
6.4 Unit 6 Key Words - Part 1		
6.5 Unit 6 Key Words - Part 2		
6.6 Unit 6 Map and Checklist		
6.7 Search Engines and Web Crawlers		
6.8 Web Portals and Web Directories	X	
6.9 Group Discussion Activity - General Web Directories and Scholarship Websites		X
6.10 Web Portals - Part 1	X	
6.11 Web Portals - Part 2	X	
6.12 Web Directories - Part 1	X	
6.13 Web Directories - Part 2	X	
6.14 Activity - Searching a General Web Directory for Financial Aid Resources		X
6.15 Career Web Directories	X	
6.16 Researching the World Wide Web		
6.17 Activity - Searching a Career Web Directory	X	
6.18 Literacy Strategy - Summarizing		
6.19 Check Your Knowledge - Summarizing		
6.20 Goal Setting for Your Future - Part 1	X	X
6.21 Goal Setting for Your Future - Part 2	X	X

6.22 Activity - My Future, My Pathway	X	X
6.23 High School Graduation - Part 1	X	X
6.24 High School Graduation - Part 2	X	X
6.25 High School Graduation - Part 3	X	X
6.26 Activity - High School Course Schedule	X	X
6.27 Unit 6 Review Activity		
6.28 Unit 6 Final Quiz		
6.29 Enrichment - Adult Support Activity: Achieving Goals with Support	X	X
6.30 Enrichment - Extra Credit Activity 6: Build Your Own School - Emblem	X	X
6.31 Enrichment - Ohio Means Jobs: Recommended Tests and Tools for Students*	X*	X*

Unit 7: Build a Resume		Unit 4: Your Career Development Tools
Objectives		
Career Readiness		
<i>TR 7a. Ability to rate sample and draft resumes using an EnvisionIT resume rubric.</i>		
<i>TR 7b. Ability to draft a resume using a template and resume writing rules.</i>		
<i>TR 7c. Ability to revise draft resume based on feedback from group discussion.</i>		
Information and Communication Technology (ICT)		
<i>ICT 7a. Ability to perform basic and advanced Internet searches.</i>		
<i>ICT 7b. Ability to apply search strategies to learn how to build a resume.</i>		
Site Map		
7.1 Unit 7 Pre-Quiz		
7.2 Unit 7 Introduction		
7.3 Unit 7 Objectives - What Will I Learn?		
7.4 Unit 7 Key Words		
7.5 Unit 7 Map and Checklist		
7.6 Basic Strategies for Searching the Web		X
7.7 Group Discussion Activity - Basic Web Search for Resumes		X
7.8 Advanced Strategies for Searching the Web		X
7.9 Group Discussion Activity - Advanced Web Search for High School Resumes		X
7.10 Resumes - Part 1		X
7.11 Resumes - Part 2		X
7.12 Resumes - Part 3		X
7.13 Resumes - Part 4		X
7.14 Resumes - Part 5		X
7.15 Activity - Reviewing Resumes		X
7.16 Summary or Career Objective - Part 1		X
7.17 Summary or Career Objective - Part 2		X
7.18 Using a Career Objective		X
7.19 Activity - Writing Your Career Objective		X
7.20 Your Resume		X
7.21 Activity - Writing Your Resume		X
7.22 Activity - Evaluating Your Resume with a Rubric		X
7.23 Your Resume and the Web - Part 1		X

7.24 Your Resume and the Web - Part 2		x
7.25 Your Resume and the Web - Part 3		x
7.26 Test-Taking Strategy: Multiple Choice Tests		
7.27 Check Your Knowledge: Multiple Choice Tests		
7.28 Unit 7 Review Activity		
7.29 Unit 7 Final Quiz		
7.30 Enrichment - Adult Support Activity: Resume Evaluation		x

Unit 8: Draft a Cover Letter		
Objectives		
Career Readiness		
<i>TR 8a. Ability to use a library catalog to search for career resources.</i>		
<i>TR 8b. Knowledge of the purpose of a cover letter in applying for a job.</i>		
<i>TR 8c. Ability to use an online tool to find resources to craft a cover letter.</i>		
ELA Common Core		
<i>ELA 8a. Ability to draft a cover letter utilizing a cover letter rubric.</i>		
Information and Communication Technology (ICT)		
<i>ICT 8a. Ability to define primary or secondary resources.</i>		
<i>ICT 8b. Ability to apply knowledge about Internet searches to another search tool.</i>		
<i>ICT 8c. Knowledge of key rules for finding what you need on the Internet.</i>		
<i>ICT 8d. Ability to cite sources formally using MLA or APA style manuals.</i>		
Site Map		
8.1 Unit 8 Pre-Quiz		
8.2 Unit 8 Introduction - Part 1		
8.3 Unit 8 Introduction - Part 2		
8.4 Unit 8 Objectives - What Will I Learn?		
8.5 Unit 8 Key Words - Part 1		
8.6 Unit 8 Key Words - Part 2		
8.7 Unit 8 Map and Checklist		
8.8 Sources of Information - Part 1		
8.9 Sources of Information - Part 2		
8.10 Sources of Information - Part 3		
8.11 Activity - Searching a Library Catalog for Career Sources		
8.12 Searching for Sources - Part 1		
8.13 Searching for Sources - Part 2		
8.14 Activity - Searching a Library Catalog for Primary Career Sources		
8.15 Citing Your Sources - Part 1		
8.16 Citing Your Sources - Part 2		
8.17 Citing Your Sources - Part 3		
8.18 Citing Your Sources - Part 4		
8.19 Activity - Cite Your Career Research Sources		

8.20 Test-Taking Strategy: Multiple Choice Tests		
8.21 Check Your Knowledge: Multiple Choice Tests		
8.22 Cover Letters - Part 1		X
8.23 Cover Letters - Part 2		X
8.24 Cover Letters - Part 3		X
8.25 Cover Letters - Part 4		X
8.26 Group Discussion Activity - Cover Letter Web Sources		X
8.27 Activity - Draft Your Cover Letter		X
8.28 Unit 8 Review Activity		
8.29 Unit 8 Final Quiz		
8.30 Enrichment - Adult Support Activity: Cover Letter Evaluation		X

Unit 9: Fill Out An Application		
Objectives		
Career Readiness		
<i>TR 9a. Ability to fill out a sample job applications.</i>		
<i>TR 9b. Ability to fill out a sample application for education or training after high school.</i>		
<i>TR 9c. Ability to write a personal statement for use with an application.</i>		
Financial Literacy		
<i>FL 9a. Ability to develop a savings goal to support career and life goals.</i>		
Information and Communication Technology (ICT)		
<i>ICT 9a. Ability to define what a database is and what purpose it can serve.</i>		
<i>ICT 9b. Ability to use a database to search for job listings.</i>		
Site Map		
9.1 Unit 9 Pre-Quiz		
9.2 Unit 9 Introduction - Part 1		
9.3 Unit 9 Introduction - Part 2		
9.4 Unit 9 Objectives - What Will I Learn?		
9.5 Unit 9 Key Words		
9.6 Unit 9 Map and Checklist		
9.7 Databases - Part 1		
9.8 Databases - Part 2		
9.9 Databases - Part 3		
9.10 Group Discussion Activity - Searching a Career Development Database		
9.11 Activity - Compare and Contrast Career Databases to Find Jobs		X
9.12 Applications - Part 1		X
9.13 Applications - Part 2		X
9.14 Applications - Part 3		X
9.15 Activity - My Fact Sheet		X
9.16 Employment Applications		X
9.17 Activity - Fill Out a Sample Application for Employment		X
9.18 College Applications		X
9.19 Activity - Fill Out a Sample College Application		X
9.20 Test Taking Strategy - Open-Ended Response Questions		
9.21 Check Your Knowledge - Open-Ended Response Questions		

9.22 Personal Statements - Part 1		X
9.23 Personal Statements - Part 2		X
9.24 Activity - Write a Personal Statement		X
9.25 Financial Planning for Your Future - Part 1		X
9.26 Financial Planning for Your Future - Part 2		X
9.27 Financial Planning for Your Future - Part 3		X
9.28 Activity - Develop a Savings Goal		X
9.29 Unit 9 Review		
9.30 Unit 9 Final Quiz		

Unit 10: Practice Your Interview Skills		Unit 5: Your Career Development Skills
Objectives		
Career Readiness		
<i>TR 10a. Ability to choose the steps you can take to make a job interview a success.</i>		
<i>TR 10b. Ability to use a rubric to rate draft Transition Portfolios.</i>		
<i>TR 10c. Ability to Revise Transition Portfolio based on feedback.</i>		
Information and Communication Technology (ICT)		
<i>ICT 10a. Ability to use what you have learned to search the Internet for job interview questions.</i>		
Site Map		
10.1 Unit 10 Pre-Quiz		
10.2 Unit 10 Introduction - Part 1		
10.3 Unit 10 Introduction - Part 2		
10.4 Unit 10 Objectives - What Will I Learn?		
10.5 Unit 10 Key Words		
10.6 Unit 10 Map and Checklist		
10.7 Job Interviews - Part 1		X
10.8 Job Interviews - Part 2		X
10.9 Job Interviews - Part 3		X
10.10 Group Discussion Activity - Search for Common Job Interview Questions		X
10.11 Activity - My Job Interview Questions and Answers		X
10.12 Before the Interview Summary		X
10.13 During the Interview Summary		X
10.14 After the Interview Summary		X
10.15 Group Discussion Activity - Practice Your Job Interview Skills		X
10.16 Test Taking Strategy - Test Preparation		
10.17 Check Your Knowledge - Test Preparation		
10.18 Finalizing Your Transition Portfolio		
10.19 Group Discussion Activity - Evaluating Transition Portfolios with the Final Rubric		
10.20 Activity - Finalize Your Transition Portfolio	X	X
10.21 Unit 10 Review		
10.22 Unit 10 Final Quiz		
10.23 Enrichment - Adult Support Activity: Interview a Professional		X
10.24 Enrichment - PowerPoint Activity: Professional Interview Results		X

10.25 Enrichment - Adult Support Activity: Evaluate Your Transition Portfolio		

Unit 11: Present Your Career Research		
Objectives		
Career Readiness		
<i>TR 11a. Ability to present career research to a group.</i>		
<i>TR 11b. Knowledge of how short-term and medium-term goals are related to long-term goals.</i>		
<i>TR 11c. Ability to develop steps to meet two short-term goals in high school.</i>		
<i>TR 11d. Knowledge of ways to measure progress toward S.M.A.R.T. goals.</i>		
<i>TR 11e. Ability to identify soft skills and their importance in employment and/or training/education.</i>		
Financial Literacy		
<i>FL 11a. Ability to evaluate the pros and cons of different methods to pay for pay for school, including savings and credit.</i>		
<i>FL 11b. Ability to make a plan for ways to pay for career training, and rank them in order by what is most doable.</i>		
<i>FL 11c. Knowledge of the steps in opening a savings account at a bank.</i>		
Site Map		
11.1 Unit 11 Pre-Quiz		
11.2 Unit 11 Introduction - Part 1		
11.3 Unit 11 Introduction - Part 2		
11.4 Unit 11 Key Words		
11.5 Unit 11 Objectives - What Will I Learn?		
11.6 Unit 11 Map and Checklist		
11.7 Class Presentations - Part 1	X	X
11.8 Class Presentations - Part 2	X	X
11.9 Group Discussion Activity - Present Your Career Research	X	X
11.10 Revisiting S.M.A.R.T. Goals - Part 1		
11.11 Revisiting S.M.A.R.T. Goals - Part 2		
11.12 Revisiting S.M.A.R.T. Goals - Part 3		X
11.13 Activity - Setting Short-Term Goals and Actionable Steps		X
11.14 Tracking and Measuring Your Progress - Part 1		X
11.15 Tracking and Measuring Your Progress - Part 2		X
11.16 Tracking and Measuring Your Progress - Part 3		X
11.17 Activity - Determine Your Strategies to Track and Measure Goals		X
11.18 Soft Skills - Part 1		X
11.19 Soft Skills - Part 2		X

11.20 Group Discussion Activity - The Importance of Soft Skills		X
11.21 Funding Your Future - Part 1		X
11.22 Funding Your Future - Part 2		X
11.23 Activity - Funding Your Career Training or Education		X
11.24 Unit 11 Review		
11.25 Unit 11 Final Quiz		

Unit 12: Write a Career Essay		Unit 6: Write a Career Essay
Objectives		
Career Readiness		
<i>TR 12a. Ability to write a career essay that describes what you have learned about yourself and your career goals so far in this course.</i>		
ELA Common Core		
<i>ELA 12a. Ability to create an outline for a career essay using a rubric.</i>		
<i>ELA 12b. Ability to draft a career essay using a rubric.</i>		
<i>ELA 12c. Ability to revise the career essay based on feedback from others and a rubric.</i>		
Site Map		
12.1 Unit 12 Pre-Quiz		
12.2 Unit 12 Introduction		
12.3 Unit 12 Objectives - What Will I Learn?		
12.4 Unit 12 Key Words - Part 1		
12.5 Unit 12 Key Words - Part 2		
12.6 Unit 12 Map and Checklist		
12.7 What Does Writing Have to Do with Careers? - Part 1		X
12.8 What Does Writing Have to Do with Careers? - Part 2		X
12.9 What Does Writing Have to do with Careers? - Part 3		X
12.10 What Does Writing Have to do with Careers? - Part 4		X
12.11 Group Discussion Activity - What Types of Skills are Needed for this Job?		X
12.12 Writing to Communicate - Part 1		X
12.13 Writing to Communicate - Part 2		X
12.14 Writing to Communicate - Part 3		X
12.15 Writing to Communicate - Part 4		X
12.16 Purpose of a Career Essay		X
12.17 Parts of an Essay - Part 1		X
12.18 Parts of an Essay - Part 2		X
12.19 What to Discuss in Your Career Essay		X
12.20 Activity - Draft Your Career Essay Outline		X
12.21 Activity - Revise Your Career Essay Outline		X
12.22 Activity - Draft Your Career Essay - Part 1		X
12.23 Activity - Draft Your Career Essay - Part 2		X

12.24 Activity - Draft Your Career Essay - Part 3		X
12.25 Activity - Revise Your Career Essay - Part 1		X
12.26 Activity - Revise Your Career Essay - Part 2		X
12.27 Activity - Revise Your Career Essay - Part 3		X
12.28 Unit 12 Review Activity		
12.29 Unit 12 Final Quiz		
12.30 Chart Your Own Course!		
EnvisionIT Resource Blog link	X	X