

BHA Career Employment Classroom Program 2020-2021

WEEK	LESSONS COVERED
1 ORIENTATION	Work Ethic, Valuable Employee, Proper Personal Hygiene, Teamwork, Soft Job Skills, Hard Job Skills, Self-Initiative, Reliability
2 & 3 CAREER INTEREST	Personality Interest Surveys, Assess skills, Research Occupations, Complete Research Information Packet
4 MAKING CAREER DECISIONS	Evaluating Values/Needs/Wants
5 DIFFERENT TYPES OF EMPLOYMENT	Full Time, Part Time, Hourly, Salary, Seasonal, Commission
6 & 7 HOW TO FIND A JOB	Classified Ads, Abbreviations, Online Job Search, Networking, How to answer ad correctly
8 & 9 JOB APPLICATION	Gather Personal Information needed, Get three references, Fill out full application written and online
10 & 11 CREATE RESUME AND COVER LETTER	Create a resume and cover letter. Rough Draft and printed final draft
12 & 13 INTERVIEWING	Interviewing tips, Prepare answers to most commonly used interview questions
14 ACTUAL INTERVIEW	Practice answers to prepare, Rubric used for interview, Actual job interview, Thank You Note/ Follow Up to Interview
15 & 16 YOU GOT THE JOB!	Attendance, Punctuality, Reliability, Accountability,

HOW YOU KEEP IT Attitude Schedules: How to arrange time off correctly/make personal appointments Fill out practice time sheet Examples how different hours and pay rates effect yearly salary

17 & 18

HOW TO BE A VALUABLE EMPLOYEE Exercises in learning to prioritize/maximize time to be the most organized and productive Work Ethic, Accuracy, Reliability and Self-Initiative

19 & 20

EFFECTIVE COMMUNICATION Communication in the work place: Verbal, Written, Body Language Practice work scenarios with peers, supervisors, customers Phone Skills

21

UNDERSTANDING DIFFERENT FORMS OF CURRENCY Positive/Negative of Credit Cards, Debit Cards, Checking Accounts, Cash Understanding different types of bank accounts

22 & 23

BANKING SKILLS Writing Checks, Balancing Register, Balancing Accounts, Making Deposits, Withdrawals, Transfers, Importance of Savings Account

WEEK LESSONS COVERED

24 & 25

BUDGETING Understanding importance of budgeting, Keeping track of expenses and income, Fixed and Flexible Costs, W4 Form, Personal ID

26

BUDGET RESEARCH Research cost of Secondary School/College, Vehicle purchase, Maintenance, Auto Insurance, Rent, Renters Insurance, Utilities, Cell Phone

27

BUDGET FOOD/ PERSONAL ITEMS Create budget for a full week / 3 meals a day Personal/Household Items needed on a monthly basis "Shop" for all items to practice staying on budget and prioritize what you can afford versus what you must have

28

FILL OUT FULL BUDGET Fill out 3 budgets based on minimum wage, with "Shift Manager" rate and a salaried Assistant Manager position

29 & 30

WORKING WITH MONEY Practice money values, count by 5, 10, 15, 20 Counting Money Adding Money Giving Correct Amount for Purchase County Change

31

GOAL WRITING Short Term Goal, Goal by High School Graduation, 1 and 5 year goal for career choice Tour/Virtual Tour of LLLC

32

EMOTIONS Dealing with emotions correctly in the work place

33

SAFETY OSHA Guidelines, Food Industry Guidelines, Importance of following business's safety guidelines

34

ETHICS IN THE WORK PLACE Basic Human Resource Guidelines, what is acceptable/unacceptable in the work place. How to communicate issues properly

35 to End

MAKE UP LESSONS Any lessons missed/cut short due to school closures

FIELD TRIPS Career Link and Local Bank

GUEST SPEAKERS Different jobs represented

REVIEW DRIVERS Review each chapter Take practice written and online tests

MANUAL