**Career and College Readiness/\*PROD 301: Comprehensive Course Content**

All assignments, calendars, class lectures, handouts and project instructions can be found at www.chscareer.weebly.com.

The following assignments and projects will be completed for a grade:

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| **Date** | **Class** | **Homework** |
| Week 1  8/15  Chapter 1  Hancock Forms | Introductions, Review Syllabus, Complete registration process. Introduction to Career Choices Workbook, Pre-Class Survey. Activities: 13,14,17,18,19,21 | \*Get Syllabus signed by parents. (5 points)  \*Complete all Workbook assignments. |
| Week 2  8/21  Chapter 2  a-g Counselor Talk | Success poster (5 points)  Activities: 20, Bullseye chart, 29,31,32,33,34 | \*Complete all Workbook assignments. |
| Week 3  8/28 | Value Poster (5 points)  Activities: 39,41,42,44,45,47,48 | \*Complete all Workbook assignments. |
| Week 4  9/4 No School  9/6 Chapter 3 | Personal Profile Poster (5 points)  Activities: 52,53,59, | \*Complete all Workbook assignments. |
| Week 5  9/11  Week 6  9/18 | Memory Bottle (5 points)  Activities: 61, 63, 69,70,71  My10yearPlan: Chapters 1-3  Vacation Project (10 points) | **\*Graded: My10yearPlan: Chapters 1-3**  (15 points) |
| Week 6  9/18  Chapter 4 | Vacation Project (10 points)  Dream Home Assignment: Activity 78 (5 points)  Activity 77 | \*Complete Vacation Project |
| Week 7  9/25  Chapter 4 | Dream Car Assignment: Activity 80 (5 points)  Activities: 82, 83, 84, 86, 87, 89  My10yearPlan: Chapter 4  Quiz: Housing/Transportation (5 points) | \*Complete all Workbook assignments.  \*My10yearPlan: Chapter 4 (heads up – it takes some time so double check your answers) |
| Week 8  10/2  Chapter 5 | My10yearPlan: Chapter 4  Activities: 88,9 0, 92, 93, 94, 96, 103, 107, 111, 113, 117, 118, 119 | \*Ask an adult Activity 120  **\*Graded: My10yearPlan: Chapter 4**  (5 points)  \*Complete all Workbook assignments. |
| Week 9  10/9  Chapter 5-6 | Activities: 126-134; My10yearPlan: Chapter 5  Chapter 6; Activities: 145-147  Career Search Handout (5 points)  Activities: 150-155 | **\*Graded: My10yearPlan: Chapter 5-6**  (10 points)  \*Complete all Workbook assignments. |
| Week 10  10/16  Chapter 7 | Activities: 137, 138-141  Chapter 7; Activities: 170, 171, 172, 173, 174  Graded: Activity 177 | \*Complete Activity 177 for a grade  **\*Graded: My10yearPlan: Chapter 7**  (5 points) |
| Week 11  10/23  Chapter 8  10/27 No School | Career Interest Poster (5 points)  Activities: 189, 190  Graded: Goals Essay (10 points) | \*Complete Goals Essay  **\*Graded: My10yearPlan: Chapter 8**  (5 points) |
| Week 12  10/30  11/1  Chapter 9 | Goals Essay Due  Activities: 204-207, 211, 212, 215, 217, 227  Job Application: Activity 257  Activities: 200-201 | \*Parent involvement: Activity 257 |
| Week 13  11/7  11/10 No School  Chapter 10 | Job Application (5 points)  Activity 246  O\*Net skills (online resource)  Resume (10 points) | \*Complete Resume for a grade.  **\*Graded: My10yearPlan: Chapter 9**  (5 points)  **\*Graded: My10yearPlan: Chapter 10**  (5 points) |
| Week 14  11/13  Chapter 11 | Cover Letter/Letter of Introduction (10 points) for Resume  Activities: 231. 236, 238, 239, 240, 241, 243, 245  Interview Process; Activity 259 | \*Parent signature for Portfolio Assignment  **\*Graded: My10yearPlan: Chapter 11**  (5 points) |
| Week 15 | Thanksgiving Break | \*Edit and complete My10yearPlan chapters 1-11. |
| Week 16  11/27  Chapter 12 | Mission statement  Activities: 263, 257, 259  Group activity: practice mock interviews  Answers for Interview Questions for Portfolio  Activities: 270 - 273 (use CHS course handbook)  Activities: 278– 280 (don’t get behind, will take some time) | **\*Graded: My10yearPlan: Chapter 12**  (5 points) |
| Week 17  12/4 | Post Class Survey  Assemble portfolio papers for final grade | \***PREPARE FOR FINAL:** Edit My10yearPlan.  *Plan to dress for success for Final next week.* |
| Week 18  12/11 | **In Class Final**: Portfolio in a **Tabbed Binder** with divider handouts.  **Mock Interview** (25 points) | **\*Final Due**: Complete My10yearPlan and Professional Portfolio; be prepared for mock interview and dress for success. |

PARENT AND STUDENT RESPONSIBILITY

I acknowledge receipt of classroom academic calendar and verify my child and I have reviewed and understand student’s responsibilities for completion of CCR/\*PROD 301 course work.

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Signature (student) Signature (parent or guardian)

\* **Allan Hancock credit grade C or better will be a Pass (3 Units) or Non-Pass grade F.**