

Course Title:	School to Career Experience
Grade(s):	12

Course Description
Students enrolled in this course will develop essential workplace skills while strengthening both written and interpersonal communication, including effective use of body language in professional settings. Emphasis is placed on building career readiness, professionalism, and real-world work experience. This course is designed for seniors only, and students must have transportation and a schedule that allows for a minimum of five hours of work per week.
Approved Curricular Materials/Textbook(s)

Unit Title	Unit Description (Include Unit Objectives)	Unit Pacing
Unit 1: Career Planning and Understanding Yourself	In this unit, students develop essential skills needed for success in the workforce, with a focus on career preparation and professional communication. Students learn how to create effective résumés and cover letters, as well as practice interviewing techniques. In addition, students complete interest inventories to identify personal strengths, skills, and potential career pathways.	4 weeks
Unit 2: You in the Workplace	In this unit, students explore the role of technology in the modern workplace. Students also learn about workplace rights and responsibilities, including an introduction to sexual harassment awareness, labor laws, and employee protections. Emphasis is placed on maintaining a safe and respectful work environment, understanding appropriate workplace behavior, and developing the habits and attitudes of a reliable and effective employee.	4 weeks
Unit 3: The Art of Getting Along	In this unit, students engage in interactive activities and role-playing scenarios designed to strengthen teamwork and collaboration skills essential for success in the 21st-century workplace.	3 weeks

Unit 4: Practical Experience	Students will implement the information covered in class and learned from mentors to complete their internship.	65 hours
Unit 5: Personal Finance and Your Future as a Young Adult	In this unit, students explore essential financial literacy topics related to independent living and long-term financial planning. Students learn how to evaluate the costs and responsibilities of financing a car, understand a rental lease, and are introduced to foundational investing concepts.	2 weeks