

**Course Information Sheet****Course Name: Career Preparation 2****Instructional Material: Goodheart-Willcox Company- School to Career****First Semester:**

Week 1	Advanced Resume & Portfolio Development
Week 2	Crafting Targeted Cover Letters & Thank-You Notes
Week 3	Professional Networking & Online Presence
Week 4	Advanced Interviewing Techniques: Behavioral & Situational
Week 5	Mock Interviews & Self-Critique
Week 6	Workplace Etiquette & Professionalism
Week 7	Personal Financial Planning for a Career
Week 8	Understanding and Evaluating Compensation & Benefits
Week 9	Career-Specific Skills: Research & Presentation
Week 10	Team Dynamics & High-Performance Teams
Week 11	Conflict Resolution & Negotiation
Week 12	Project Management & Organizational Skills
Week 13	Ethical & Legal Issues in the Workplace
Week 14	Workplace Safety & Risk Management
Week 15	Global Communication & Cultural Competency
Week 16	Leadership & Mentorship
Week 17	Self-Assessment & Career Path Analysis
Week 18	Finalizing a Career Plan & Goal Setting

**Second Semester:**

Week 19	Introduction to Internships & Practicums
Week 20	Securing an Internship or Practicum
Week 21	The Work-Based Learning Experience (Part 1)
Week 22	The Work-Based Learning Experience (Part 2)
Week 23	Professional Communication in the Workplace
Week 24	Customer Relations & Service
Week 25	Data Analysis & Problem Solving
Week 26	Public Speaking & Presentation Skills for Professionals
Week 27	Entrepreneurship: Developing a Business Plan
Week 28	Entrepreneurship: Marketing & Financials
Week 29	Professional Development & Continuous Learning
Week 30	The Role of Technology in Modern Careers
Week 31	Career Advancement & Promotion Strategies
Week 32	Managing a Professional Digital Footprint
Week 33	The Future of Work & Industry Trends
Week 34	Practicum/Internship Reflection & Presentation
Week 35	Final Career Portfolio Review & Showcase
Week 36	End-of-Course Evaluation & Career Path Finalization