

Teacher: Linda Brown
11-17-08

Class: Intro to Business

Monday	Objective: Career Focus: Assess the job market and employment
	Activities: <ol style="list-style-type: none"> 1. On-line news search for info on jobs and economy 2. Review 'Communicating for Success' in text 3. Introduce Career Information Interview (pg. 257)
	Materials: Text Book/Internet
	Follow Up/HW:
Tuesday	Objective: Career Focus/The Interview Process
	Activities: <ol style="list-style-type: none"> 1. The Interview Process-Lecture/Discussion 2. Interview Worksheet 3. Prepare for Mock Interviews (pg. 275 Interview Questions)
	Materials: Text/hand-out
	Follow Up/HW: Oral Review/Discussion
Wednesday/Thursday	Objective: Career Focus: Mock Interviews
	Activities: <ol style="list-style-type: none"> 1. Mock Interviews 2. Career based Case Study
	Materials: Text, Worksheets
	Follow Up/HW: Check learning through quiz and class discussion
Friday	Objective: Resume Writing
	Activities: <ol style="list-style-type: none"> 1. Review and draft resume 2. On-line job search
	Materials: Text, Computer, Internet
	Follow Up/HW: