Department: Special Education
Course Title: PHTOPS
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Unit Title	Unit Length (weeks)	Dates of Unit (Month - Month)	Essential Questions	Topics to be Covered Texts Used	Skills to be Assessed	Standard Alignment	Formative Assessments	Summative Assessments
Finding a Job	Annual-ongoing	August-June, at least once weekly	How do you locate job opportunities? How do you write a resume? How do you contact a potential employer? How do you fill out a job application? How do you do an interview?	-Job data bases -Using the internet to find jobs -Creating a resume -Interview skills	Functional reading skills, functional speaking skills, functional writing skills		Accessing jobs online, sample resume sections, practice interview questions. sample job application questions	Simulated interview, simulated job application, list of potential job from internet databases, writing an actual resume