**Scope**

**1st Semester**

**1st Six Weeks**

 **Mircosoft Power Point Lessons**

 **Developing Career Portfolio**

**2nd Six Weeks**

 **Customer Service**

**3rd Six Weeks**

 **Leadership**

 **Google Docs, Sheets, Slide and Forms**

**2nd Semester**

**4th Six Weeks**

 **Finances in the World of Work/Financial Literacy**

**5th Six Weeks**

 **Safety and Sanitation in Workplace**

**6th Six Weeks**

 **Communications**