**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**