

CAREER SKILLS
Course Outline: 3801

I. Textbook Assignment:

Pacemaker Careers, Part I (5.0 credits)

- Read: Chapters 1-13.
- Complete: all “Check your Understanding,” “Chapter Reviews” and “Unit Reviews”
- Complete the extension activity listed below.

II. Extension Activity Options:

1. Create a resume using Microsoft Word.
2. Teacher generated activity, approved by the site administrator.

III. Evaluation

- See your teacher for a unit test.
- All Writing assignments must meet the proficient level of the rubric provided by the teacher.
- All textbook work must meet 70% accuracy level for a “C” grade.

CAREER SKILLS
Course Outline: 3802

I. Textbook Assignment:

Pacemaker Careers, Part II (5.0 credits)

- Read: Chapters 14-26.
- Complete: all “Check your Understanding,” “Chapter Reviews” and “Unit Reviews”.
- Complete the extension activity listed below.

II. Extension Activity Options:

1. Create a cover letter and reference page.
2. Teacher generated activity, approved by the site administrator.

III. Evaluation

- See your teacher for a unit test.
- All Writing assignments must meet the proficient level of the rubric provided by the teacher.
- All textbook work must meet 70% accuracy level for a “C” grade.