August 2016

Mon	Tue	Wed	Thu	Fri
22 Elizabeth Arden Handbook Review, Calendar Distribution, AET Set-up	23 Mary Kay Ash Resume & Mock Interview Prep	24 Michael Bloomberg Professional Dress & Grooming Lecture Continue Working on Resume	25 Adolphus Busch Phone Call Activity Active Listening Lecture/ Activity Resume DUE	26 Walter P. Chrysler Handbook QUIZ Mock Interview (Professional dress)
29 Elisabeth Claiborne	30 Richard W. Clark	31 Ben Cohen		
Non-Verbal Communication Lecture & Activity	Verbal Communication Lecture Verbal Communication Activity	Career Exploration		

September 2016

Mon	Tue	Wed	Thu	Fri
			1 Michael Dell	2
			Career Exploration	All Campuses—HPAPC Signed Training Plan Due
				No job—Drop the class
5	6 Walter Disney	7 Arthur C. Dorrance	8 Pierre S. DuPont	9
NO School	Uniform Fashion Show & Photo Shoot Complete Non-Verbal Communication	Employee / Employer Relations	Safety & Sanitation Review & Activity	PWSH—Comm. Garden PSHS—HFM PESH—HPAPC
12 Jack M. Eckerd	13 Otto H. Falk	14 Debra J. S. Fields	15 Harvey S. Firestone	16
Cultural Diversity	Guest Speaker on	OSHA Training	OSHA Training	PWSH—Comm. Garden PSHS—HPAPC PESH—HFM
19 Donald G. Fisher	20 Donald V. Fites	21 Henry Ford	22 William H. Gates III	23
OSHA Training	OSHA Training		Tool ID Flashcards	PWSH—HPAPC
		Tool ID & Safety		PSHS—Comm. Garden PESH—HFM
26 Daniel F. Gerber	27 Tom M. Girdler	28 Walter A. Haas	29 Joyce C. Hall	30
LDE Information LDE Script Writing	LDE Script Writing	Shop/Clinic Planning	Shop/Clinic Planning	PWSH—HFM PSHS—HPAPC PESH—Comm. Garden

October 2016

Mon	Tue	Wed	Thu	Fri
3 Erle P. Halliburton Clinic/Shop Planning Project Due Portfolio Introduction	4 Henry J. Heinz Goal Setting Sign up for Site Visit	5 1st Day at Work Site	6	7
10 NO School	11	12	13	14 W, W, W Vocab Due
17 Class Meets	18	19	20	21 W, W, W Vocab Quiz
24	25	26	27	28 Meat & Bone #1 Vocab Due
Class Meets Project, Time Card, Evaluation Due; Sign up for visit; 3rd 6 weeks Project Assigned				

November 2016

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
				Meat & Bone #1 Vocab Quiz
8	11	9	10	11
				Meat & Bone #2 Vocab Due
14	15	16	17	18
			Teacher must approve Questions Class Meets	Meat & Bone #2 Vocab Quiz
21	22	23	24	25
Thanksgiving Break —St		for Practicum. Students should had day work schedule, if needed.	ve a conversation with superviso	r to determine a
28	29	30		

December 2016

	Mon	Tue	Wed	Thu	Fri
				1	What's in a Name Vocab Due
5 Proj Eval wee	Class Meets ect, Time Card, luation Due; 4th 6 eks Project Assigned	6	7	8	9 What's in a Name Vocab Quiz
12		13 FINALS	14 FINALS	15 FINALS Class Meets	16 FINALS
19 Г	AVE TO DO I CO I TO I	20	21	22	23
	winter Break—students a		work schedule, if needed.	nversation with supervisor to dete	ermine a holiday
26		27	28 Winter Break	29	30

January 2017

Mon	Tue	Wed	Thu	Fri
2 NO School	3	4	5	6 Gut Instincts #1 Vocab Due
9	10	11	12	13
16 NO School	17 Class Meets	18	19	20 Gut Instincts #1 Vocab Quiz
23	24	25	26	27 Gut Instincts #2 Vocab Due
30	31			

February 2017

Mon	Tue	Wed	Thu	Fri
		1	Class Meets Project, Time Card, Evaluation Due; Demo Due	3 Gut Instincts #2 Vocab Quiz
6	7	8	9	10 Urinary System Vocab Due
13	14	15	16	17 Urinary System Vocab Quiz
20 NO School	21	22	23	24 Have a Heart Vocab Due
27	28			

March 2017

Mon	Tue	Wed	Thu	Fri
		1	Class Meets	3 Have a Heart Vocab Quiz
6	7	8	9	10
Spring Break—Students a	re not required to work for Prac	ticum. Students should have a co work schedule, if needed.	nversation with supervisor to det	ermine a holiday
13	14	15	16	17 Respiratory System Vocab Due
20 NO School	21	22	23	24 Respiratory System Vocab Quiz
27	28	29	30	31 Skin Deep Vocab Due

April 2017

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7 Skin Deep Vocab Quiz
10	11	12 Last Day at Work Site	Class Meets Clinic Tour, Time Card & Eval Due Finish Hill's Pet	14 NO School
17 NO School	18 Ethics	19 What Would You Do? Video	20 Relationships	21 Responsibility
24 Leadership	25 Office Practices	26 Problem Solving / Critical Thinking	27 Problem Solving / Critical Thinking	28 Teamwork

May 2017

Mon	Tue	Wed	Thu	Fri
1 NO School	2 Decision Making	3 NASA Assignment Interpersonal Skills	4 Introduce <i>7 Habits</i>	5 All campuses—HFM
8	9	10	11	12
Habit #1	Habit #2	Habit #3	Habit #4	All campuses—HFM
15	16	17	18	19
Habit #4	Habit #5	Habit #6	Habit #7	All campuses—HFM
22 7 Habits Review / Test Shop Model	23 Shop Model	24 Shop Model	25 Shop Model	26 All campuses—HFM
29	30	31	June 1 Class Meets FINALS	June 2
NO School	FINALS	FINALS		FINALS