UNIT 5: Personal Presentation
HOURS: 8

Terminology: Copy, Paste, Cut, Font, Graphics, Spell check, Resume, Grammar check, Delete, Electronic portfolio, Employment application, Thesaurus, Letter of application, Follow-up letter, Employment Reference, Header, Footer, Presentation

ACADEMIC AND CAREER DEVELOPMENT SKILLS What the Student will Learn from Instruction		***HARDWARE AND SOFTWARE TECHNOLOGY BASED SKILLS*** How Acadmic Skills Instruction Will Be Reinforced with Technology
Knowledge	**Application**	**Technology Based Description & Project Evaluation**
5.1 Showcase personal career development portfolio	5.1.1 Design a personal career portfolio relative to the chosen career field 5.1.2 Upload asssessment documents or results into the portfolio 5.1.3 Upload letters of recommendation, commendations, recognitions, awards, honors, and certifications	
5.2 Identify employment skills needed to aquire a job	5.2.1 Evaluate answers to most asked interview questions 5.2.2 Review and practice employment interviews 5.2.3 Practice on-line employment applications 5.2.4 Write a functional resume 5.2.5 Construct a list of eligible references with permission to use on a resume	Proofread with editor's marks
5.3 Demonstrate the use of an e-portfolio	5.3.1 Write and save a letter of application in an e-portfolio 5.3.2 Demonstrate sending a secure e-portfolio to a recipient	
5.4 Demonstrate completion of applications	5.4.1 Complete an on-line employment application	
5.5 Demonstrate artistic and creative ways to showcase career interests	5.5.1 Design, create and demonstrate a career poster from internet usage	Format with cut and paste items
5.6 Use job search strategies to locate	5.6.1 Use Arkansas Job Links to locate job openings in the area for personal career goal	https://www.arjoblink.arkansas.gov/ada/