



**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.