Sheet1

DCLESC DCLESNAME.C.45 EWA01 Planning for Your Career EWA02 Personal Interests EWA04 Personal Aptitudes EWA06 Personal Values (Part 1) EWA07 Personal Values (Part 2) EWA09 Occupational Information EWA10 Material Benefits of Jobs EWA11 The Value of Material Benefits EWA13 Environmental Job Factors EWA14 Work Activities EWA15 Training and Skills for Jobs EWA17 Job Factors and Personal Characteristics EWA18 Barriers to Employment EWA19 Identifying Barriers to Employment EWA20 Overcoming Barriers to Employment EWA21 Developing a Plan to Overcome Barriers EWB01 Conducting a Job Search EWB02 Setting Job Search Goals EWB03 Planning and Monitoring Your Job Search EWB04 Job Sources EWB05 Want Ads EWB06 The Process of Applying for a Job EWB07 Job Search Documents EWB08 The Job Application Form EWB10 Personal Resume EWB12 Writing Business Letters EWB13 Job Search Letters EWB15 Preparing for a Job Interview EWB17 Interview Behavior EWB18 Answering Interview Questions EWB19 Job Search Follow-up EWC01 The World of Work EWC02 Worker's Rights and Responsibilities EWC03 An Overview of Employers' Expectations EWC05 Personal Appearance EWC06 Personal Qualities EWC07 Positive Work Attitudes EWC08 Doing Your Job EWC09 Understanding Your Job Description EWC10 Basic Skills EWC11 Communication Skills EWC12 Making Decisions on the Job EWC13 Safety Practices EWC14 Interpersonal Skills EWC15 Relationships With Supervisors EWC16 Relationships With Co-Workers EWC17 Relationships With Customers

EWC18 Resolving Conflicts

Sheet1

- EWC19 Increasing Your Value to Your Employer
- EWC20 Improving Your Job Skills and Knowledge
- EWC21 Managing Yourself
- EWC22 Coping With Stressful Situations
- EWC23 Changing a Behavior or Habit
- EWC24 Understanding Your Paycheck
- EWC25 Managing Your Checking Account
- EWC26 Balancing Your Checkbook
- EWC27 Understanding Credit
- EWC28 Deciding How to Spend Your Money
- EWC29 Choosing the Best Buy