

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Prepare for Employment

Course Code: 034330 CIP Code: 11.0103

COURSE INTRODUCTION:

Business Technology

Course Rationale: This area of instruction provides content for employment in one of the largest major occupational groups--administrative support. Demand in this career area will continue to expand as businesses utilize advanced office technology to increase their production efficiency and improve the quality of their products and services. This area of instruction benefits students by enhancing the software application skills and communication competencies needed by administrative support professionals and those students continuing their education.

Course Description: This course is designed to help students develop the qualities, knowledge, and skills necessary for working in a business. Students enhance computer application skills as they develop competencies needed by administrative support professionals. The content includes the use of technology to develop communication skills, the performance of office procedures tasks, the production of quality work using advanced features of business software applications, and the production of high quality employment portfolios and job-seeking documents. In addition, this course provides training or skills many employers find deficient: dealing with other people, using the telephone, organizing work, and handling other crucial tasks.

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UNIT DESCRIPTION: Preparing students to successfully enter into the workforce.		SUGGESTED UNIT TIMELINE: 4 weeks CLASS PERIOD (min.): 50 min.				
ESSENTIAL QUESTIONS:						
<ol style="list-style-type: none"> 1. What steps should a student do to be prepared for any college or career option? 2. What steps should be taken to effectively lay the foundations for a career choice? 						
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CLEs	PS	CCSS	NBEA	DOK
1. Utilize career assessment tools (e.g., student interest survey, aptitude test)					CD.I.A.3.1	2
2. Analyze various business careers by looking at salary, benefits, job requirements, educational requirements, employment outlook, etc.				RI.11-12.7	CD.I.A.3.1	4
3. Compare and contrast career choices					CD.I.A.3.3	3
4. Investigate a potential employer				SL.11-12.1c SL.11-12.3	CD.V.C.4.1	3
5. Prepare a resume					CD.V.B.3.3	4
6. Compose a letter of application				W.11-12.2	CD.V.B.3.3	3
7. Complete a job application					CD.V.C.4.4	1
8. Assemble a work-sample portfolio					CD.V.B.3.3	3
9. Differentiate between legal and illegal pre-employment questions				SL.11-12.1c SL.11-12.3	CD.V.C.3.6	2
10. Participate in a job interview				SL.11-12.1c SL.11-12.3	CD.V.C.3.6	4

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11. Compose a follow-up (i.e., thank you) letter				W.11-12.2	CD.V.C.3.7	3
12. Compose letters accepting and declining a job offer				W.11-12.2	CD.V.C.3.10	3
ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)						
*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above (i.e., Grade Level/Course Title/Course Code, Unit #.)						
Obj. #	INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)					
1-12	1. Lecture on each aspect of the prepare for employment using PowerPoint presentations					
1	2. Guided practice, Missouri Connections					
4, 9, 10	3. Role play/mock interviews, cooperative learning					
Obj. #	INSTRUCTIONAL ACTIVITIES: (What Students Do)					
1-12	1. Students will summarize presentations and prepare the pre-employment documents as they are discussed					
1	2. Students will utilize the assessments on Missouri Connections to choose a career pathway					
4, 9, 10	3. Students will be engaged in role plays and mock interviews.					
UNIT RESOURCES: (include internet addresses for linking)						
Resources@MCCE - BE 12.0000 B45, 202 Great Resumes: Jay A. Block and Michael Betrus, NEW YORK, NY, MCGRAW-HILL, 2004. This comprehensive resume guide offers tips, strategies, and real-world examples needed for resume writing. Contains traditional formats and new cutting-edge styles. This guide includes: Ways to research a company to uncover their needs; How to get in the door, to network, and get						

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exposed to the hiring managers; Methods to articulate your value to hiring managers; and street-smart tips to help job-search, negotiate salary, interview, and much more.

Resources@MCCE - BE CD ROM 18, The Resume Resource: Creating the Perfect Resume: Jaguar Educational, CHARLESTON, WV, JAGUAR EDUCATIONAL, 2004. A comprehensive reference that includes tutorials, expert advice, and practice tests, as well as sample resumes and cover letters. Topics range from the general (History and Purpose of Resumes, Main Types of Resumes) to the specific (7 Musts of Cover Letters, Presenting Your Portfolio. Requires Windows 95 or higher.

Resources@MCCE - C&E 10.0050 T657, Creating Your High School Resume; A Step-by-Step Guide to Preparing an Effective Resume for College and Career, Third Edition: Kathryn K.Troutman, INDIANAPOLIS, IN, JIST, 2009. This Instructor's Guide and workbook shows students how to turn courses, activities, natural abilities, and accomplishments into resumes without work experience. Students go step-by-step through the resume-writing process. Includes many examples, tips, and case studies that show how to focus, organize, write, format, and use resumes. The workbook's structure allows it to be used as a complete curriculum or as part of a course or program that includes career issues and resume development.

Resources@MCCE - C&E DVD ROM 66.1, Engaging Resumes & Cover Letters: How to Hook the Job You Want: Learning Seed, CHICAGO, IL, LEARNING SEED, 2011. In this program job seekers and hiring managers discuss how they view and judge resumes and cover letters. Students can learn how to make theirs stand out in a professional manner and how to present their skills creatively. Viewers can discover how to edit a resume and craft a cover letter for the specific job. This DVD includes TWO versions of the video: one to play straight through, and one with stopping points for structured student activities. 26 minutes.

Resources@MCCE - FCS VIDEO 45, Getting Job Leads from the Internet and Telephone: JIST Works, INDIANAPOLIS, IN, JIST PUBLISHING, 2005. Actual employers, career counselors, and other job seekers offer tips that keep a job seeker from getting screened out and discuss how to get past rejections to move toward success. This video shows how to use the Internet to find jobs, post resumes, and locate valuable information about potential employers. 29 minutes.

Resources@MCCE - C&E DVD ROM 24.1, Who Are You? Planning & Evaluating Your Career: Linx Educational Publishing Inc., JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING INC., 2005. This program shows the viewer how to assess the things that they like to do and how to apply them to career choices. 20 minutes.

Resources@MCCE - C&E DVD ROM 67.1, Your Job Search: Navigating The Roads to Employment: Learning Seed, CHICAGO, IL, LEARNING SEED, 2011. This program illuminates the job search process. Employers offer insights to reinforce the importance of networking, proper attire (and attitude) for a job fair, and what to expect when applying for a job. Learn how to develop a search plan by using multiple methods to find a job.

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This DVD includes TWO versions of the video: one to play straight through, and one with stopping points for structured student activities. 22 minutes.