

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Develop Workplace Readiness Skills

Course Code: 034352 CIP Code: 11.0103

COURSE INTRODUCTION:

Course Rationale: This area of instruction provides content for knowledge and skills required in the technology based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce or postsecondary education.

Course Description: This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.

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UNIT DESCRIPTION: Students will identify soft skills and prepare for a job interview.		SUGGESTED UNIT TIMELINE: Ongoing CLASS PERIOD (min.): 50min class periods				
ESSENTIAL QUESTIONS: <ol style="list-style-type: none"> 1. What are soft skills and why do I need them? 2. Why are ethics important in the workplace? 3. What skills are necessary as a business owner? 						
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CLEs	PS	CCSS	NBEA	DOK
1. Exhibit leadership skills through a student organization (e.g., FBLA, PBL).				SL.11-12.1	COMM.II.A.4.5	3
2. Demonstrate ethical behavior when creating business documents					COMM.I.D.2.3	3
3. Identify career/self-employment opportunities					CD.I.B.4.2	1
ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.) Formative: Dress For Success PowerPoint, Business Dress Collage, Business Etiquette Group Presentation, Leadership Qualities Survey, Summative: Encourage others to sign up for District Competition *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)					
1-3	1. Reinforcement appropriate leadership skills.					

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2, 3	2. Collage activity & etiquette group presentation
Obj. #	INSTRUCTIONAL ACTIVITIES: (What Students Do)
1-3	1. Exhibit leadership skills and appropriate employment opportunities.
2 & 3	2. Business Dress Collage, Business Etiquette Group Presentation
<p>UNIT RESOURCES: (include internet addresses for linking)</p> <p>http://fbla.testfrenzy.com/index.php http://www.fbla-pbl.org/web/sectionid/587/module/ce/fbla.asp http://lessonplans.btskinner.com/genbus.html http://www.colorquiz.com/index.php http://thefunworks.edc.org/SPTUI--FunWorks/funworks/accessible/home.php - Career Interest Survey Website http://www.khake.com/page98.html</p> <p>Resources@MCCE - BE DVD ROM 40, Business Ethics on the Job: Human Relations Media, MOUNT KISCO, NY, HUMAN RELATIONS MEDIA, 2004. This program defines what business ethics are and identifies why they are necessary for success in the workplace. Vignettes show the importance of honesty, loyalty, integrity, confidentiality, and respect for others. Includes teacher's resource book. High School, Post-secondary and Adult. 21 minutes.</p> <p>Resources@MCCE - BE DVD ROM 42, Ethics at Work: Doing the Right Thing on the Job: Linx Educational, JACKSONVILLE BEACH, FL, LINX EDUCATIONAL, 2004. Is it okay to give your friends free food at the restaurant where you work? Do you make appointments during work time? Or bring home supplies from the office? Are these practices just as wrong as stealing from the proverbial cash drawer? That's what this video explores, by looking at the ins and outs of ethical behavior in today's work environment. From extended lunches to computer hacking to sexual harassment, we discuss the fine lines of business ethics with employers, employees, and workplace professionals. Grades 8 to Adult. 20:19 minutes.</p> <p>Resources@MCCE - BE VIDEO 180, Professional Development: Business Ethics and Social Responsibility: Diamond Educational Productions/MarkED, COLUMBUS, OH, DIAMOND EDUCATIONAL PRODUCTIONS, 2004. Through group discussions, industry professionals, educators, and recent college graduates look at the social responsibilities of businesses and processes of ethical decision-making. Codes of ethics and theories are discussed. Great for class discussions. Discussion centers around the recent events with Martha Stewart, Tyco,</p>	

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WorldCom, Enron and others. FORMAT: Panels and focus groups discuss trust issues involved between consumers and businesses since the recent barrage of illegal and unethical activities of business CEOs.