

## DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Develop Employability Skills

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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<b>UNIT DESCRIPTION:</b>  Students will develop skills to assist them in becoming more employable in today’s job market by implementing soft skills, demonstrating leadership and responsibility.		<b>SUGGESTED UNIT TIMELINE: 1 month</b>  <b>CLASS PERIOD (min.): 50</b>				
<b>ESSENTIAL QUESTIONS:</b>  1. Why are both good business practices and ethical behavior essential to succeed in business? 2. How do interpersonal skills affect one’s employability and advancement opportunities within various work settings?						
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CL Es	PS	CCSS	NBEA	DOK
1. Maintain good attendance record				RST.11-12.3 RST.11-12.7	CD.III.A.2.1	1
2. Interact effectively with others				RST.11-12.3 RST.11-12.7	CD.III.B.4.3	2
3. Respect beliefs, opinions, and rights of others				RST.11-12.3 RST.11-12.7	CD.III.C.3.5	2
4. Work effectively in teams				RST.11-12.3 RST.11-12.7	CD.III.B.4.3	2
5. Demonstrate positive behavior when given direction, criticism, and comment				RST.11-12.3 RST.11-12.7	CD.III.E.4.2	2
6. Understand the effects of stress on job performance				RST.11-12.3 RST.11-12.7	CD.III.G.1.3	2
7. Demonstrate proper professional appearance				RST.11-12.3 RST.11-12.7	COMM.11.A.4.4	2
8. Exhibit attributes of a consummate professional (i.e., initiative, punctuality, responsibility, dependability, honesty)				SL.11-12.3 WHST.11-12.4 RST.11-12.3	CD.III.A.1.1	2

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				RST.11-12.7		
9. Apply concepts of time management				RST.11-12.3 RST.11-12.7	CD.III.A.1.2	3
10. Demonstrate proper business etiquette				SL.11-12.3 WHST.11-12.4 RST.11-12.3 RST.11-12.7	COMMII.A.13	3
<b>ASSESSMENT DESCRIPTIONS*:</b> (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc. )						
<b>*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 #.)</b>						
<b>Obj. #</b>	<b>INSTRUCTIONAL STRATEGIES (research-based):</b> (Teacher Methods)					
1-10	<b>1. Guide students through work ethics activities (see below)</b>					
8, 10	<b>2. Show video from MCCE lending library – First Impressions: Etiquette and Work Habits for New Employees</b>					
<b>Obj. #</b>	<b>INSTRUCTIONAL ACTIVITIES:</b> (What Students Do)					
1-10	<b>1. Students will use the website to complete activities as they relate to employability skills (see below)</b>					
8, 10	<b>2. Students will view a video on Etiquette and Work Habits and summarize the observations</b>					
<b>UNIT RESOURCES:</b> (include internet addresses for linking)						
<a href="http://fsweb.bainbridge.edu/techprep/WEactivitylist.htm">http://fsweb.bainbridge.edu/techprep/WEactivitylist.htm</a>						
<b>Resources@MCCE - FCS 20.0105 C766.6, Today's Life Skills: Unit 6-Employability Skills:</b> The Curriculum Center for Family & Consumer Sciences LUBBOCK, TX, THE CURRICULUM CENTER FOR FAMILY & CONSUMER SCIENCES, 2007. This resource is based on a research project to identify critical life skills needed by students. This self-contained module can be taught in any sequence and incorporated into a variety of courses. Module contains a teacher text, suggested teaching strategies, learning activities and answers. Materials are in loose-leaf form. Teaching aids in						

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PowerPoint format are available on FCS CD ROM 30 which must be requested separately.

**Resources@MCCE - C&E 12.0000 K417, The Hard Truth About Soft Skills:** Peggy Klaus, NEW YORK, NY, COLLINS BUSINESS, 2007. The lessons in this book are organized into eight chapters, each covering an aspect in which soft skills play an especially significant role: career management, getting the job done, communication, handling critics, office politics, self-promotion, dealing with differences, and leadership.

**Resources@MCCE - C&E DVD ROM 43, Get Going on Your Job:** JIST Works, INDIANAPOLIS, IN, JIST WORKS, 2006. In this program viewers learn how to proactively prepare for their first day, obtain the soft skills needed to keep their job, and create a plan for job success and upward movement. Designed especially for new workers or experienced professionals who want to advance in their jobs. High School-Adult. 30 minutes.

**Resources@MCCE - C&E DVD ROM 48, Soft Skills in the Workplace:** JIST Publishing, ST. PAUL, MN, JIST PUBLISHING, 2008. Soft skills include everything from getting to work on time to getting along with others to being enthusiastic on the job. This program focuses on the role these skills play in the workplace and offers insight into which skills viewers will need to develop to effectively handle a variety of work situations. This program is divided into several sections that demonstrate how certain soft skills influence one's performance on the job.