

## DESE Model Curriculum

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

Course Code: 034300

### **COURSE INTRODUCTION:**

**Course Rationale:** An understanding of economic systems and consumerism provides the resources needed for students to explore business careers. The content in this area is vital to the career planning of business students as they develop knowledge of business functions and applicable skill. Personal skills such as banking, taxes, insurance, and others that impact their effectiveness as citizens and consumers are also taught.

**Course Description:** This course is designed to introduce students to how business works in today's society and to provide a foundation for other business courses. Content includes business functions such as accounting, management, marketing, and other consumer issues regarding money and money management, banking system and services, government's role in business, and technology in the business world.

## DESE Model Curriculum

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

Course Code: 034300

<b>UNIT DESCRIPTION:</b>  Students will learn how to become employed in a job suited to their interests and skill set.		<b>SUGGESTED UNIT TIMELINE:</b> 4 Class Periods  <b>CLASS PERIOD (min.):</b> 50 MINUTES				
<b>ESSENTIAL QUESTIONS:</b>  1. How will employment affect my life? 2. How can I prepare for employment?						
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>	<b>CCSS LEARNING GOALS (Anchor Standards/Clusters)</b>	<b>CROSSWALK TO STANDARDS</b>				
		<b>GLEs/ CLEs</b>	<b>PS</b>	<b>CCSS</b>	<b>National Business Education Association Standards</b>	<b>DOK</b>
1. Identify why employment is important				<b>RI.11-12.1</b> <b>RI.11-12.2</b>	Career Development I.A.2.1	<b>1</b>
2. Assess individual interests and aptitudes				<b>W.11-12.7</b>	Career Development III.A.1.3 Career Development III.A.1.4	<b>2</b>

## DESE Model Curriculum

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

Course Code: 034300

3. Relate individual skills and interests to careers				<b>W.11-12.7</b> <b>W.11-12.8</b>	Career Development I.B.2.1 Career Development I.A.3.1	<b>3</b>
4. Develop short-term and long-term career goals				<b>W.11-12.4</b>	Career Development IV.B.2.4	<b>4</b>
5. Complete a job application				<b>W.11-12.6</b>	Com III.F.3.13	<b>3</b>
6. Demonstrate interviewing skills				<b>SL.11-12.1.b</b>	Com III.F.3.6 Com III.F.3.7 Com III.F.3.8 Com III.F.3.9 Com III.F.3.10 Com III.F.3.11	<b>3</b>
7. Describe appropriate ways to leave a job				<b>W.11-12.6</b>		<b>2</b>
<p><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. )</p> <p><b>Students will complete a job application and create a cover letter, resume for a position that they are currently qualified for. Students will also participate in a mock interview. This is graded by a rubric.</b></p> <p><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></p>						
<b>Obj. #</b>	<b>INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)</b>					
2, 3	<p>1. The teacher will provide students with copies of the Interest survey and have them complete it. After completion, the teacher will hold a class discussion on the results and the theory behind the survey questions. The teacher will then have students complete the <a href="#">Career and Self Assessment Project</a>.</p>					

## DESE Model Curriculum

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

Course Code: 034300

4	2. The teacher will discuss with students the advantages of setting goals and provide students with <a href="#">Goal Setting Worksheet</a> . Upon completion of the worksheet, the teacher will lead a class discussion on goals and encourage students to share and discuss their goals.
5, 6	3. Teacher will have students go to board and write their ideas of dos and don'ts for job applications. When the list is complete students will evaluate the merits of items on the list and delete, edit or add items. The teacher will then provide students with the <a href="#">FBLA_job_application_form</a> so they can complete. The teacher will provide students with the <a href="#">cover letter</a> template and evaluate the purpose of a cover letter. The teacher will provide students with copies of the <a href="#">Resume, letter and application rubric</a> and discuss it with them. Teacher will provide <a href="#">resume tips</a> worksheet, have students complete the survey linked there and use the tip sheet as a guide to type their resume. The teacher will then lead a discussion with the class on interviewing using the <a href="#">fbla job interview rubric</a> . The teacher will discuss with students the <a href="#">How to Dress for Your Interview - WOMEN</a> and instruct students to search the Internet for a list for men. After discussions on what they learned about men's dress the teacher will inform students on the mock interview process. The teacher will need to secure community members that would be willing to come in and do interview with the students. Students would be evaluated based on the <a href="#">Resume, letter and application rubric</a> but the interviewer would be encouraged to write comments
7	4. The teacher will define a resignation letter and lecture on the importance of using them.
1	5. Teacher will facilitate a student discussion on the benefits of employment.
<b>Obj. #</b>	<b>INSTRUCTIONAL ACTIVITIES: (What Students Do)</b>
2, 3	1. Students will complete an interest and skills assessment.
4	2. Students will define and set short term and long term goals.
5, 6	3. Students complete the FBLA job application. Students will compose a cover letter using the guide provided and create a resume. Students will also conduct mock interviews.
7	4. Have students create a mock resignation letter.
1	5. Students will discuss the benefits of employment.
<b>UNIT RESOURCES: (include internet addresses for linking)</b>	

## DESE Model Curriculum

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

Course Code: 034300

**Missouri Connections ([missouriconnections.org](http://missouriconnections.org))**

**Guidance Counselors (career unit lessons)**

**Community members for mock job interview and job shadowing experiences.**

**[www.mcce.org](http://www.mcce.org) – Resources @ MCCE:**

**BE 12.0000 B45 - 202 Great Resumes**

Jay A. Block and Michael Betrus

NEW YORK, NY, MCGRAW-HILL, 2004.

BOOK — 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 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.

**BE 12.0000 D24 - 24 Hours to the Perfect Interview**

Matthew J. Deluca and Nanette F. Deluca

NEW YORK, NY, MCGRAW-HILL, 2004.

BOOK — The authors provide a system that takes the reader step-by-step through pre-interview preparation. . Included are: End-of-chapter checklists and insider's tips; Putting together a professional look; Gathering important documents; Researching the company; Preparing responses to difficult questions; and Brainstorming stories that illustrate experience.

**BE CD ROM 18 - The Resume Resource: Creating the Perfect Resume**

Jaguar Educational

CHARLESTON, WV, JAGUAR EDUCATIONAL, 2004.

CD ROM — 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.

**BE DVD ROM 20 - Looking for Work With Attitude Plus!**

JIST Works

INDIANAPOLIS, IN, JIST WORKS, 2004.

DVD ROM — This program explores the emotional impact of job loss and the search for work. The DVD uses various sports--including sailing,

## DESE Model Curriculum

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

Course Code: 034300

rock climbing, fly fishing, and wind surfing--as metaphors for job search. This program helps viewers understand the dynamics of job loss and career change while offering valuable insights into ways to move through and beyond emotional barriers. 22 minutes.

### **BE DVD ROM 20.1 - Dude, I Need to Find a Job**

TMW Media Group

VENICE, CA, TMW MEDIA GROUP, 2004.

DVD ROM — This program takes job hunters through the entire job hunting process including how to seek out jobs that match their personalities, script out phone calls, build resumes and answer interview questions like a pro. This informative, engaging and humorous live action program (supplemented with on-screen graphics) demonstrates the critical steps necessary to find a job. Includes Job Hunter's Guide. 16 minutes.

### **BE DVD ROM 24 - Who Would You Hire?**

C.W. Publications

STERLING, IL, C.W. PUBLICATIONS, 2003.

DVD ROM — The "dos" and "don'ts" of interviewing are demonstrated through six less-than-perfect interviewees. Viewers evaluate and decide who Ms. Baker should hire as a sales representative at her travel agency. This program is full of great examples for those just beginning or making a re-entry into the world of work. 25 minutes.

### **BE DVD ROM 23 - Common Mistakes People Make in Interviews**

Cambridge Educational

LAWRENCEVILLE, NJ, CAMBRIDGE EDUCATIONAL, 2003.

DVD ROM — An informative and effective program that helps job seekers anticipate what employers are looking for. Using a wrong way/right way format, the video illustrates the things to do and not to do in an interview. A teacher's guide. 25 minutes

### **BE VIDEO 181 - Your Resume: First They Must See You in Writing!**

LINX Educational

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL, 2003.

VIDEO — This video helps viewers choose the right action words and phrases to design effective resumes. It includes outlines for the following formats: chronological, functional, and combination, and when each is appropriate. It also has special signs for sending electronic resumes that will get read, not deleted! A segment on cover letters gives specifics on ways to tailor the letter using the right words and phrases so that the employer moves on to your resume. Grades 8 thru adult. 22 minutes

### **BE VIDEO 59 - Portfolio Resume Series: Defining & Developing Your Portfolio**

## DESE Model Curriculum

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

Course Code: 034300

Cambridge Educational  
LAWRENCEVILLE, NJ, CAMBRIDGE EDUCATIONAL, 2002.  
VIDEO — Learn how to develop and design your portfolio.

### **BE DVD ROM 100 - Career Clusters 4: Business, Management & Administration**

Cambridge Educational  
HAMILTON, NJ, CAMBRIDGE EDUCATIONAL, 2007.  
DVD ROM — This program profiles a corporate accounting assistant, an administrative assistant, an account director, and a principal at a commercial real estate services firm. They discuss the challenges and rewards of their work, providing information on necessary skills, educational credentials, and personal qualities. 23 minutes.

### **C&E 10.0050 CDJS45 - Learning for Earning: Your Route to Success-Teacher's Wraparound Edition**

John A. Wanat, E. Weston Pfeiffer, Richard Van Gulik  
TINLEY PARK, IL, THE GOODHEART-WILLCOX COMPANY, INC., 2006.  
BOOK — Helps students explore the workplace and examine their future in it. Students learn to relate their individual interests, abilities, preferences, and life goals to suitable occupational choices. Teaching aids appear on the side margins of each page to help review and reinforce the chapter content.

### **C&E 10.0050 CDJS47 - Learning for Earning: Your Route to Success- Student Activity Guide**

John Wanat, E. Weston Pfeiffer, Richard Van Gulik  
TINLEY PARK, IL, THE GOODHEART-WILLCOX COMPANY, 2006.  
BOOK — Introduction to the skills needed to succeed in school, on the job and on your own. Provides an understanding of the world of work. Tips on how to find a suitable job for you, and how to keep a job and advance in your career. Responsibility to manage a paycheck; budgeting; banking services; housing and transportation needs.

### **C&E 10.0050 CDJS46 - Learning for Earning: Your Route to Success**

John Wanat, E. Weston Pfeiffer, Richard Van Gulik  
TINLEY PARK, IL, THE GOODHEART-WILLCOX COMPANY, 2006.  
BOOK — Introduction to the skills needed to succeed in school, on the job and on your own. Provides an understanding of the world of work. Tips on how to find a suitable job for you, and how to keep a job and advance in your career. Responsibility to manage a paycheck; budgeting; banking services; housing and transportation needs.

### **C&E DVD ROM 43 - Get Going on Your Job**

## DESE Model Curriculum

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

Course Code: 034300

### JIST Works

INDIANAPOLIS, IN, JIST WORKS, 2006.

DVD ROM — 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.

### **C&E DVD ROM 44 - Job Survival: Keeping & Advancing Your Job**

LINX Educational Publishing, Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005.

DVD ROM — This program provides strategies and techniques for job survival including adjusting to work environments, personal qualities, dressing appropriately for the job, developing people skills, assessing job performance, using problem solving skills and more. Includes on-the-job scenarios. Grades 8 through adult. 23-minutes.

### **C&E DVD ROM 48 - Soft Skills in the Workplace**

JIST Publishing

ST. PAUL, MN, JIST PUBLISHING, 2008.

DVD ROM — 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.

### **C&E DVD ROM 49 - Where Do I Go From Here? How To Be A Success On The Job**

Linx Educational Publishing Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING INC., 2005.

DVD ROM — This program offers advice on how to be successful in a new career. A positive attitude, solid work ethics, arriving on time, not missing work and other important elements are covered. 20 minutes.

### **C&E DVD ROM 56 - Dress and Groom for the Workplace**

JIST Publishing

ST. PAUL, MN, JIST PUBLISHING, 2009.

DVD ROM — This program is designed to help people develop a style that best presents their personality. It shows how to take care of a wardrobe and use accessories to enhance an outfit. This DVD also points out what clothing to avoid that can become on-the-job safety hazards. 30 minutes.



## DESE Model Curriculum

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

Course Code: 034300

### **C&E DVD ROM 63.2 - What's School Got to Do With It?**

Human Relations Media

MOUNT KISCO, NY, HUMAN RELATIONS MEDIA, 1994.

DVD ROM — This program features students talking about their career aspirations and their views on education. Each interview is juxtaposed with a profile of an accomplished professional working in the field that the student aspires to. This program helps the viewer better understand the correlation between the life skills learned in school and those applied in the workplace. Grades 7-12. Includes teacher resource guide. 30 minutes.

### **C&E GAME 1 - You're the Boss**

WV, FRANKLIN LEARNING SYSTEMS, INC., 1996.

GAME — Players have fun learning the impact of reliability, responsibility, and integrity on job success. 4 players.