

DESE Model Curriculum

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

Course Code: 034205

CIP Code: 52.0101

COURSE INTRODUCTION:

A program that prepares individuals to serve as legal office managers, special assistants, and legal secretaries. Includes instruction in office management, secretarial science, principles of US law, legal terminology and documentation, legal research, legal software application, law office procedures, record-keeping, billing, applicable policies and regulations, and professional standards and ethics. May include preparation for individuals to serve as court reporters, captioners, and scopists. Instruction may include machine shorthand theory used in court reporting and broadcast captioning, and computer-assisted translation (CAT) software.

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<p>UNIT DESCRIPTION:</p> <p>Students will develop skills to assist them in becoming more employable in today’s job market by implementing soft skills, demonstrating leadership and responsibility.</p>		<p>SUGGESTED UNIT TIMELINE: 1 month</p> <p>CLASS PERIOD (min.): 50</p>				
<p>ESSENTIAL QUESTIONS:</p> <ol style="list-style-type: none"> 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/CLEs	PS	CCSS	NBEA	DOK
1. Maintain good attendance record					CD.III.A.2.1	1
2. Interact effectively with others					CD.III.B.4.3	2
3. Respect beliefs, opinions, and rights of others					CD.III.C.3.5	2
4. Work effectively in teams					CD.III.B.4.3	2
5. Demonstrate positive behavior when given direction, criticism, and comment					CD.III.E.4.2	2
6. Understand the effects of stress on job performance					CD.III.G.1.3	2
7. Demonstrate proper professional appearance					COMM.11.A.4.4	2
8. Exhibit attributes of a consummate professional (i.e., initiative, punctuality, responsibility, dependability, honesty)					CD.III.A.1.1	2
9. Apply concepts of time management					CD.III.A.1.2	3

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10. Demonstrate proper business etiquette					COMMIA.13	3
<p>ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)</p> <p>*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 #.)</p>						
Obj. #	INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)					
1-10	1. Guide students through work ethics activities (see below)					
8, 10	2. Show video from MCCE lending library – First Impressions: Etiquette and Work Habits for New Employees					
Obj. #	INSTRUCTIONAL ACTIVITIES: (What Students Do)					
1-10	1. Students will use the website to complete activities as they relate to employability skills (see below)					
8, 10	2. Students will view a video on Etiquette and Work Habits and summarize the observations					
<p>UNIT RESOURCES: (include internet addresses for linking)</p> <p>http://fsweb.bainbridge.edu/techprep/WEactivitylist.htm</p> <p>Resources@MCCE - FCS 20.0105 C766.6, Today's Life Skills: Unit 6-Employability Skills: 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 PowerPoint format are available on FCS CD ROM 30 which must be requested separately.</p> <p>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,</p>						

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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.