

## DESE Model Curriculum

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

Course Code: 034356 CIP Code: 11.0103

### **COURSE INTRODUCTION:**

**Course Rationale:** This course addresses the technological skills required of students to create effective electronic presentations for the companies employing them. The demand for multimedia knowledge and ability to apply it will continue to expand as businesses utilize multimedia functions including graphics, audio, video, web pages, and electronic presentations.

**Course Description:** Students will work with multimedia software to develop electronic presentations. They will learn how to manipulate text, art and graphics, photography, animation, audio, and video for presentations in various media formats.

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<b>UNIT DESCRIPTION:</b> Develop workplace readiness skills.		<b>SUGGESTED UNIT TIMELINE:</b> <b>CLASS PERIOD (min.):</b> Integrated throughout the entire class.				
<b>ESSENTIAL QUESTIONS:</b> 1. Why are soft skills important in preparing for the workforce? 2. What role do ethics play in the workplace?						
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CLEs	PS	CCSS	NBEA	DOK
1. Compare copyright and patent laws for multi media between educational and workplace settings (e.g., video, text, sound, pictures)				W.11-12.8	IT.XV.1.1 IT.XV.1.2 IT.XV.1.3 IT.XV.1.4 IT.XV.3.3	<b>3</b>
2. Demonstrate ethical behavior when designing multimedia applications					IT.XV.2.1 IT.XV.2.2 M.V.A.3.5 M.V.A.4.4	<b>1</b>
3. Identify career/self-employment opportunities in multimedia production					IT.XVIII.1-2.3 CD.I.A.3.6	<b>1</b>
4. Exhibit leadership skills through a student organization (e.g., FBLA, PBL)					COMM.I.B.3.2 COMM.I.B.3.3 COMM.II.A.3.13 COMM.III.C.2.2 COMM.III.C.3.3 COMM.III.C.3.7	<b>3</b>
5. Interact with industry professionals (e.g., guest speakers, field trips, job shadowing)				SL.11-12.1	IT.XVIII.3-4.4	<b>3</b>

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6. Use help tools (e.g., technical manual, on-line help, technical support)				SL.11-12.2	IT.V.2.2	<b>1</b>
7. Demonstrate mastery through work samples					CD.V.B.3.3	<b>4</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>*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>					
1, 6	1. Teacher will discuss copyright laws using a class discussion, handout and electronic presentation.					
3, 5	2. Have students search for careers in the multimedia industry and seek out professionals in the field.					
<b>Obj. #</b>	<b>INSTRUCTIONAL ACTIVITIES: (What Students Do)</b>					
1, 6	1. Students will answer questions about copyright by exploring the website listed below. (See Internet and Copyright Legal Issues) <a href="http://www.cyberbee.com/cb_copyright.swf">http://www.cyberbee.com/cb_copyright.swf</a>					
3, 5	2. Students use the website: jobsearchassignment.doc to seek out information on multimedia careers.					

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### UNIT RESOURCES: (include internet addresses for linking)

[http://www.cyberbee.com/cb\\_copyright.swf](http://www.cyberbee.com/cb_copyright.swf)

**Resources@MCCE - BE DVD ROM 9, Business Basics: Copyrights:** Global Video, LLC, SCOTTSDALE, AZ, GLOBAL VIDEO, LLC, 2004. Program describes what needs to be copyrighted and what does not. Visit the U.S. Copyright Office and learn the answers to common questions about copyright law. 18 minutes. Grades 9-12.

**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.

**Resources@MCCE - BE DVD ROM 41, Business Law and Ethics--If It Is Legal, Is It Ethical?:** Palomar College, SAN MARCOS, CA, PALOMAR COLLEGE, 2005. Enron, MCI, and Tyco have become household words, not because of their products or services, but rather because of their unethical conduct setting new records in the annals of business. A panel of experts help the viewer to understand the ethics of business. High School. 22 minutes.

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

**Resources@MCCE - E DVD ROM 3.4, Plagiarism 2.0: Information Ethics in the Digital Age:** Cambridge Educational, NEW YORK, NY, FILMS MEDIA, 2011. This program examines the behaviors that constitute plagiarism, their consequences, and the best ways to avoid them. Showing how accidental copying as well as willful plagiarism can occur, the program lays out the dangers of cheating, then illustrates the pitfalls of non-attribution and patch writing while showing how to properly attribute and paraphrase a lengthy quotation. Copyright, trademark, and intellectual property concepts are clearly discussed, in addition to potential sources of non-copyrighted material. Common citation formats (APA, MLA, Bluebook, etc.) are listed along with the suggestion that the student confer with his or her instructor about them. 22 minutes.

**Resources@MCCE - G&C DVD ROM 53, CyberEthics:** Cambridge Educational, LAWRENCEVILLE, NJ, FILMS MEDIA GROUP, 2008. This program

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helps students take the high road on the information superhighway and avoid the temptations of the fast lane, pointing the way toward an ethically sound Internet presence and lifestyle. Guidelines for the use of intellectual property are featured, with emphasis on the consequences of illegal downloading, copyright infringement, and plagiarism. Pornography, gaming sites, chat rooms, and online social networks are also discussed, helping viewers steer clear of antisocial and abusive activities, especially cyber-bullying. Comments from experts, as well as questions from peers who are confused about the fine points of cyber legality, serve to clarify central ethical principles. 14 minutes.

**Resources@MCCE - C&E 12.0000 W542, Best Career and Education Web Sites: A Quick Guide to Online Job Search, Sixth Edition:** Anne Wolfinger, INDIANAPOLIS, IN, JIST WORKS, 2009. The Internet is loaded with information to help find a job, choose a school or learn about careers. The author lists and reviews 350 of the very best sites for information on careers, college, training and job searching.

**Resources@MCCE - C&E 13.0000 G42.17, Education & Training: Arts, Audio/Video Technology & Communications:** Glencoe/McGraw-Hill, WOODLAND HILLS, CA, GLENCOE/MCGRAW-HILL, 2003. Career Cluster Workbooks are designed to guide students through 16 career pathways as outlined by the US Department of Education. Contained in 10 workbooks, each is a complete research process that allows students to understand all of the opportunities available within each career cluster. This workbook contains a variety of reviews, application exercises, critical thinking processes, technology-related activities, workplace safety features, and legal and ethical topics.

**Resources@MCCE - C&E DVD ROM 17, Internet Careers: Front-End, Back-End & E-Everywhere:** Cambridge Educational, HAMILTON, NJ, CAMBRIDGE EDUCATIONAL, 2008. This program travels the Web to explore Internet careers in three main areas: the front end, the back end, and everywhere in between. Front-end insights come from a programmer, a graphic designer, and a quality assurance tester; back-end information is provided by a webmaster, a help desk specialist, and a sales associate; and an IT recruiter, an advertising sales rep, and an entrepreneur explain how they've integrated the Internet into their careers. Correlates to all applicable National and State Recommended for high school and college. 24 minutes.

**Resources@MCCE - C&E DVD ROM 20, Career Assessment: Finding a Career That Fits:** LINX Educational Publishing, Inc., JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005. This program is designed to help viewers assess their aptitudes and interests, work style, skills, abilities, likes and dislikes to determine which careers are best for them. Gives a step-by-step process to finding the right career choice. Includes a look at the Holland Codes as well as other self-directed assessment materials. High School, Post-secondary and Adult. 18 minutes.