

## **Business Education Planned Course: Career Skills – Grades 9-12**

- State Curriculum Standards:
- 1.6.11.A Listen to others.
    - Ask clarifying questions
    - Synthesize information, ideas and opinions to determine relevancy
    - Take notes
  - 1.1.11D Contribute to discussions.
    - Ask relevant, clarifying questions
    - Respond with relevant information or opinions to questions asked
    - Listen to and acknowledge the contributions of others
  - 2.1.3.B Use whole numbers and fractions to represent quantities.
  - 13.1.11.A Relate careers to individual interests, abilities, and aptitudes.
  - 13.1.11.B Analyze career options based on personal interest, abilities, aptitudes, achievements, goals.
  - 13.1.11.E Justify the selection of a career.
  - 13.1.11.F Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to:
    - Associated degree
    - Baccalaureate degree
    - Certificate/licensure
    - Entrepreneurship
    - Immediate part/full time employment
    - Industry and military training
    - Professional degree
    - Registered apprenticeship
    - Tech prep
    - Vocational rehabilitation centers
  - 13.2.11.A Apply effective speaking and listening skills used in a job interview.
  - 13.2.11.C Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:
    - Job application
    - Letter of appreciation following an interview
    - Letter of introduction
    - Postsecondary education/training applications
    - Request for letter of recommendations

- 13.2.11.G Evaluate the impact of lifelong learning on career retention and advancement; resume.
- 13.3.11.A Evaluate personal attitude/work habits that support career retention and advancement.

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Unit: **Keyboarding**

Content Standard: **Learn letter keys**

Course Content	Student Performance	Resources	Assessments
<p>A. Learn Correct Technique for Keying Home Keys, Space Bar and Enter Key</p> <p>B. Learn Correct Technique for Keying the Letters H and E</p> <p>C. Learn Correct Technique for Keying the Letters I and R</p> <p>D. Learn Correct Technique for Keying the Letters O and T</p>	<ul style="list-style-type: none"> <li>• Strike each key with proper finger</li> <li>• Use thumb for space bar</li> <li>• Proper use of enter key</li> </ul> <ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul> <ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique.</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul> <ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>	<ul style="list-style-type: none"> <li>• Century 21 Computer Applications and Keyboarding, Sixth Edition 2006</li> <li>• IBM Compatible computer</li> <li>• Software: <u>Microsoft Word for Windows</u></li> </ul> <p style="text-align: center;"><b><u>Remediation &amp; Enrichment</u></b></p> <ul style="list-style-type: none"> <li>• Review Lessons 4, 8, 12 and 16</li> <li>• R&amp;E Exercises at end of Lessons 4, 5, 6, 7, 9, 10, 12, 13, 14, 15, 16, 17</li> </ul>	<ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 1D, 1FG, 1G, 1H</li> <li>• Student –keyed skill building assignments: R1C, R1D, R1E, R1F</li> <li>• Student-keyed skill building assignments: 2C, 2D, 2E</li> <li>• Student-keyed skill building assignments: 3B, 3C, 3D, 3E</li> <li>• Student-keyed skill building assignments: 4B, 4C, 4D, 4E, 4F</li> <li>• Student-keyed skill building assignments: 5B, 5C</li> <li>• Student-keyed skill building assignments: 6A, 6B, 6C, 6D</li> <li>• Student-keyed skill building assignments: 7A, 7B, 7C, 7D</li> <li>• Student-keyed skill building assignments: 8A, 8B, 8C,</li> </ul>

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<p>E. Learn Correct Technique for Keying the Letters N and G</p>	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>		<p>8D, 8E</p> <ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 9A, 9B, 9C, 9D</li> <li>• Student-keyed skill building assignments: 10A, 10B, 10C, 10D</li> </ul>
<p>F. Learn Correct Technique for Keying the Left Shift and Period Keys</p>	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>		<ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 11A, 11B, 11C, 11D, 11E</li> <li>• Student-keyed skill building assignments: 12A, 12B, 12C, 12D</li> </ul>
<p>G. Learn Correct Technique for Keying the Letters U and C</p>	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>		<ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 13A, 13B, 13C, 13D</li> <li>• Student-keyed skill building assignments: 14A, 14B, 14C, 14D</li> <li>• Student-keyed skill building assignments: 15A, 15B, 15C, 15D</li> </ul>
<p>H. Learn Correct Technique for Keying the Letter W and the Right Shift Key</p>	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>		<ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 16A, 16B, 16C, 16D, 16E</li> <li>• Student-keyed skill building assignments: 17A, 17B, 17C, 17D</li> </ul>

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<p>I. Learn Correct Technique for Keying the Letters B and Y</p>	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>		<ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 18A, 18B, 18C, 18D</li> </ul>
<p>J. Learn Correct Technique for Keying the Letters M and X</p>	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>		<ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 19A, 19B, 19C, 19D, 19E</li> </ul>
<p>K. Learn Correct Technique for Keying the Letters P and V</p>	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>		<ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 20A, 20B, 20C, 20D</li> </ul>
<p>L. Learn Correct Technique for Keying the Letter Q and Comma Key</p>	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>		<ul style="list-style-type: none"> <li>• Language and writing skills activities</li> </ul>

## Business Education Planned Course: Career Skills - Grades 9 - 12

Unit: **Interpersonal Communication**

Content Standard: **Learn interpersonal communication skills**

<b>Course Content</b>	<b>Student Performance</b>	<b>Resources</b>	<b>Assessments</b>
A. Phone Skills	<ul style="list-style-type: none"><li>• To develop skills in business etiquette when using a telephone or voice mail communications</li></ul>	<ul style="list-style-type: none"><li>• Teacher generated handouts, telephone training equipment and problem solving scenarios</li></ul>	<ul style="list-style-type: none"><li>• Enactment and performance</li><li>• Homework</li><li>• Worksheets</li><li>• Question/answer sessions</li><li>• School based field trip</li></ul>
B. Communication and Handling; Face-to-Face Communication	<ul style="list-style-type: none"><li>• Demonstrate all general office skills and/or information processing skills</li></ul>	<ul style="list-style-type: none"><li>• School and classroom library, computers and the Internet</li></ul>	
C. Office Attire			

## Business Education Planned Course: Career Skills - Grades 9 - 12

Unit: **Cashier**

Content Standard: **Develop and demonstrate the skills of proofing cash, using a cash register and making change.**

<b>Course Content</b>	<b>Student Performance</b>	<b>Resources</b>	<b>Assessments</b>
A. Use of Cash Register	<ul style="list-style-type: none"><li>• Demonstrate the proper way of using a cash register</li></ul>	<ul style="list-style-type: none"><li>• Teacher-made evaluation materials</li></ul>	<ul style="list-style-type: none"><li>• Homework</li><li>• Worksheets</li><li>• Question/answer sessions</li><li>• Simulations</li><li>• School based field trip</li></ul>
B. Cash Proof Form	<ul style="list-style-type: none"><li>• Demonstrate, explain and describe the use of a cash proof form</li></ul>		
C. Making Change	<ul style="list-style-type: none"><li>• Demonstrate the proper way of making change in various forms</li></ul>		

## Business Education Planned Course: Career Skills - Grades 9 - 12

Unit: **Business Machines**

Content Standard: **Demonstrate and master the proper skills of using various office machines.**

<b>Course Content</b>	<b>Student Performance</b>	<b>Resources</b>	<b>Assessments</b>
A. Proper Use of: <ul style="list-style-type: none"><li>• Electronic calculators</li><li>• Fax machines</li><li>• Photo copiers</li><li>• Scanner</li></ul>	<ul style="list-style-type: none"><li>• Demonstrate proper ten-key posture and keying methods</li><li>• Use the ten-key calculator efficiently and productively</li></ul>	<ul style="list-style-type: none"><li>• Ten Key training exercises</li><li>• Ten Key office calculators and computers</li></ul>	<ul style="list-style-type: none"><li>• Practice set applications</li><li>• Worksheets</li><li>• Question/answer sessions</li><li>• Simulations</li><li>• Quizzes</li><li>• Tests</li></ul>



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Unit: **Career Awareness and Preparation**

Content Standard: **Research and discuss all aspects of career awareness and preparation.**

Course Conte	Student Performance	Resources	Assessments
<p>A. Career Research Paper</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Skills</li> <li>• Education/training</li> <li>• Work environment</li> <li>• Hours</li> <li>• Duties and responsibilities</li> <li>• Personality</li> <li>• Location</li> <li>• Advancement</li> <li>• Job outlook</li> <li>• Pay</li> <li>• Rewards</li> <li>• Closing</li> </ul>	<ul style="list-style-type: none"> <li>• Research a career of their choice in detail</li> <li>• Report findings in a complete, type-written research paper with a reference page and cover page</li> <li>• Interview someone from the community in the student's desired career field</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher-made evaluation material and transparencies</li> <li>• <u>Choices</u>, Human Resources Development Canada, Canada, 2000</li> <li>• <u>Coin Career Guidance Systems</u>, COIN Education Products, Toledo, Ohio, 2002</li> <li>• <u>Career Perspectives Software Series</u>, Chronicle Guidance Publication, Inc. Moravia, NY, 1997</li> <li>• <u>ExPan</u> (the Comprehensive Guidance and Admissions Network) The College Board, New York, NY, 1999</li> <li>• <u>Career World Magazine</u></li> <li>• <u>Working – Learning and Living</u> (South-Western Publishing 1997)</li> <li>• People from within the community</li> </ul>	<ul style="list-style-type: none"> <li>• Rough draft checks</li> <li>• Periodic typewritten draft review</li> <li>• Final report</li> </ul>

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Unit: **Job Interview**

Content Standard: **Research and discuss career acquisition process.**

Course Content	Student Performance	Resources	Assessments
<p>A. Job Applications</p> <p>B. Letters of Application</p> <p>C. Résumés</p> <p>D. Interviewing Skills</p> <ul style="list-style-type: none"> <li>• Typical interview questions</li> <li>• Beginning new job</li> <li>• Workplace ethics</li> <li>• Developing positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss how to compose a letter of application and a personal data sheet, and how to fill out an employment application form</li> <li>• Write a résumé</li> <li>• Understand and practice interview skills</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Intro to Business</u> (South Western Publishing, 2000)</li> <li>• Teacher-made transparencies</li> <li>• Teacher make evaluation materials</li> <li>• <u>Working-Learning and Living</u> (South-Western Publishing, 1997)</li> </ul>	<ul style="list-style-type: none"> <li>• Homework</li> <li>• Worksheets</li> <li>• Question/answer sessions</li> <li>• Chapter review exercises</li> <li>• Quizzes</li> <li>• Mock interview</li> <li>• School based field trip</li> </ul>