

## **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.

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

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><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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I. Learn Correct Technique for Keying the Letters B and Y	<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>
J. Learn Correct Technique for Keying the Letters M and X	<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>
K. Learn Correct Technique for Keying the Letters P and V	<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>
L. Learn Correct Technique for Keying the Letter Q and Comma Key	<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  B. Communication and Handling; Face-to-Face Communication  C. Office Attire	<ul style="list-style-type: none"><li>• To develop skills in business etiquette when using a telephone or voice mail communications</li><li>• Demonstrate all general office skills and/or information processing skills</li></ul>	<ul style="list-style-type: none"><li>• Teacher generated handouts, telephone training equipment and problem solving scenarios</li><li>• School and classroom library, computers and the Internet</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>

## 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>