

CURRICULUM

Business and Finance Technology

Career Preparation

(Elective Course)

Supports Academic Learning Expectation # 2

Students and graduates of Ledyard High School will speak clearly and communicate ideas accurately in a variety of settings

Supports Academic Learning Expectation # 4

Student and graduates of Ledyard High School will employ effective research and study skills

**Approved by the Instructional Council
6/10/08**

STUDENT LEARNING OBJECTIVES
Career Preparation

As a result of Business and Finance Technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 1 (State Standard #1)
Assess and identify character traits, career interests and aptitudes in developing a career plan relative to labor trends of the global economy

LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>1.2 Evaluate/ research occupational interests</p> <p>1.4 Assess personal strengths, talents, values and interests to appropriate jobs and careers to maximize career potential</p> <p>1.5 Use a variety of research tools (e.g. computer-assisted programs, newspapers, books, industry tours, job shadows, career fairs and the Internet) in the career exploration process</p>	<p><i>Students will be able to:</i></p> <p>a. Conduct two life style interviews with community members and share the information orally with peers in order to learn about how a career affects a person’s relationships, leisure time and spirituality</p> <p>b. Find, read and orally share the information from at least one article on a course related topic of interest</p> <p>a. Take computerized assessments on their interests (Self Directed Search and CHOICES)) and use the results to narrow their occupational interests</p> <p>b. Take a computerized assessment of their personality traits (Do What You Are) and use the results to narrow their occupational interests</p> <p>c. Take an assessment of their workplace values (Choices Workplace Values Inventory) and use the results to narrow their occupational interests</p> <p>d. Compare and contrast the results from all the assessments to identify three potential careers</p> <p>a. Research each of their potential careers utilizing Internet sites such as www.bridges.com and www.dol.gov</p> <p>b. Select one career and create a PowerPoint presentation including all relevant researched information and receive feedback based on a classroom assignment rubric</p> <p>c. Take industry tours to explore possible career opportunities and share the most interesting one with peers</p> <p>d. Participate in career day by completing a written questionnaire on three speakers and sharing the answers to questions such as “What skills are needed for this job?”, “How much education/training is needed?”, and “What are the typical duties?”</p>

STUDENT LEARNING OBJECTIVES

Career Preparation

As a result of Business and Finance Technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 1 (State Standard #1) continued	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>1.6 Evaluate postsecondary training opportunities related to career interests, including certification, licensing, apprenticeships, college and military options</p> <p>1.7 Relate and identify career interests and transferable skills necessary for opportunities in the global workforce</p> <p>1.8 Develop an individual career plan and portfolio</p> <p>1.10 Describe the changing roles including non-traditional occupations in the workplace</p>	<p><i>Students will be able to:</i></p> <p>a. Use the college search section of www.bridges.com to help choose a college that matches personal criteria for post secondary schooling</p> <p>b. Research on the internet the college of choice</p> <p>c. Create a PowerPoint presentation including all relevant researched information and receive feedback based on a classroom assignment rubric</p> <p>a. Develop an understanding of transferable skills as set forth by SCANS (Secretary’s Commission on Achieving New Skills) and how they relate to any occupational cluster</p> <p>a. Collect, create and collate various materials such as self assessment results and reports, job application sample, cover letter and resume, and mock interview assessment sheet to develop a portfolio for reference in future job searches</p> <p>a. Explore non-traditional occupations through internet research and share results in oral or written form</p>

STUDENT LEARNING OBJECTIVES

Career Preparation

As a result of Business and Finance Technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 2 (State Standard #2) Become aware of skills, aptitudes and ethics required for employment acquisition in a global competitive marketplace</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>2.2 Demonstrate effective oral and written communication skills necessary for employment</p> <p>2.3 Demonstrate job search skills using a variety of resources</p> <p>2.5 Identify and demonstrate employability skills including job search, selection, the interviewing process, proper dress and presentation</p> <p>2.6 Compare and contrast compensation packages that include varying levels of wages and benefits</p>	<p><i>Students will be able to:</i></p> <p>a. Create a rubric assignment based cover letter for their resume</p> <p>b. Write thank you letters covering such occasions as industry tours, guest speakers and mock job interviews</p> <p>c. Give formal and informal oral presentations to the class and receive feedback based on a classroom assignment rubric</p> <p>a. Use www.CTDOL.gov to identify potential careers</p> <p>a. Participate in a mock interview for one career found on www.CTDOL.gov</p> <p>b. Discuss proper dress and appropriate etiquette for the workplace</p> <p>a. Compare two benefit packages, select one based on small group discussion and justify the choice</p>

STUDENT LEARNING OBJECTIVES

Career Preparation

As a result of Business and Finance Technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 3 (State Standard #3)

Demonstrate mastery of the employment foundation skills, competencies, and character traits essential for success in the workplace including issues of diversity, expectations, trends and labor regulations

LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<i>Students will know how to:</i>	<i>Students will be able to:</i>
3.1 Demonstrate positive personal qualities and self-management skills (i.e. time management, organization, punctuality, and attendance)	<ul style="list-style-type: none"> a. Create and implement a timeline for completion of classroom projects such as Career Critique Reports and Power Point Presentations b. Model in the classroom employment skills such as punctuality and good attendance
3.4 Demonstrate personal health and workplace safety procedures	<ul style="list-style-type: none"> a. Identify safe and unsafe workplace areas and create a plan for dealing with unsafe workplace conditions b. Identify the appropriate state and federal agencies connected to specific workplace issues such as proper dress and age limits
3.5 Identify biases, harassment, and discriminatory behaviors impacting job success and advancement	<ul style="list-style-type: none"> a. Identify inappropriate job interview/application questions and give reasons why they are inappropriate b. Determine the appropriate agencies for seeking assistance in potential cases of workplace discrimination and/ or harassment
3.7 Acknowledge and respond to constructive criticism and employment evaluation	<ul style="list-style-type: none"> a. Acknowledge peer, teacher and mock interviewer feedback and respond in a positive way
3.8 Understand the importance of following company policy and procedures and the legal ramifications of labor laws impacting employment	<ul style="list-style-type: none"> a. Demonstrate an understanding of the connection between school policies for students and workplace policies for employees

STUDENT LEARNING OBJECTIVES

As a result of Business and Finance Technology education, students independently and collaboratively will be able to:

GOAL: District Goal #4 (State Standard #4)

Demonstrate how academic knowledge and skills are applied to the workplace, personal life, and lifelong learning

LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>4.2 Use communication, mathematical and technical skills to compare, compute, and analyze complex information</p> <p>4.3 Discuss how personal choices, experiences, technology, education/training and other factors correlate with earning a living</p> <p>4.4 Discuss how income from employment is affected by factors such as supply and demand, geographic location, level of education, type of industry, union membership, productivity, skill level and work ethic</p> <p>4.5 Compare and contrast strategies for personal finance and risk management</p>	<p><i>Students will be able to:</i></p> <p>a. Demonstrate an understanding of their paycheck information by calculating gross pay, applicable deductions, and net pay</p> <p>b. Demonstrate an understanding of Federal Income tax by completing a 1040EZ tax return form</p> <p>a. Connect education with earning power by researching various careers, their educational requirements, and the resulting wages</p> <p>b. Identify and discuss some decisions that might have to be made as they join and/or continue to participate in the work force such as geographic location, work hours, and increased educational needs</p> <p>a. Demonstrate an understanding of how the economy impacts employment</p> <p>b. Discuss the benefits and downside to union membership</p> <p>c. Define work ethic and discuss its impact on wages</p> <p>d. Explain the impact of outsourcing</p> <p>a. Explore different personal finance tasks such as how to write a check and the maintenance of their checking account balance</p> <p>b. Identify the ways to successfully manage a credit card account such as saving your credit card receipts for reconciliation, avoiding charging items when you do not have the money to cover the cost and understanding the financial impact of paying the minimum amount each month</p>

STUDENT LEARNING OBJECTIVES

Career Preparation

As a result of Business and Finance Technology education, students independently and collaboratively will be able to:

GOAL: District Goal #5 (State Standard #5)

Demonstrate technological knowledge and skills required for future careers

LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<i>Students will know how to:</i> 5.1 Apply knowledge of technology to identify and solve problems 5.4 Describe how new developments in varied fields or technology affect the job market and the level of worker's responsibilities	<i>Students will be able to:</i> a. Produce properly formatted documents on the computer relevant to career preparation such as resumes and thank you/cover letters a. Describe the impact of emerging technologies on the workplace b. Identify the declining and increasing job opportunities in the workforce by researching job trends

STUDENT LEARNING OBJECTIVES
Career Preparation

As a result of Business and Finance Technology education, students independently and collaboratively will be able to:

GOAL: District Goal #6 (State Standard #6)	
Learn economics concepts that influence personal, business and government decisions	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>6.2 Understand the concepts and contributions of entrepreneurship</p> <p>6.3 Compare and contrast the advantages and disadvantages of the various forms of business ownership</p> <p>6.7 Understand the role of a consumer, producer, saver and investor in the market system</p>	<p><i>Students will be able to:</i></p> <p>a. Define entrepreneurship and discuss its advantages and disadvantages</p> <p>a. Compare and contrast the advantages and disadvantages of business ownership such as franchises and family owned businesses</p> <p>a. Define a consumer and a producer and share examples of their experiences as a consumer and/or a producer</p> <p>b. Compare and contrast the various methods for saving and investing money such as CDs, Money Market, and Bonds</p>