

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

COURSE INTRODUCTION:

An instructional program that generally describes the planning, organizing and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing people and functions, and decision making.

Business management prepares students for administrative and management occupations. Students learn to make decisions based on data, develop leadership skills, and select appropriate management styles for varying employment situations. Not only is this area of study vital to the development of all business students, it also provides skills and knowledge that can be used effectively on many occasions when professional management skills are needed.

This course is designed to help students develop an understanding of skills and resources needed to manage a business. Instruction includes a general overview of American business, forms of business ownership, personnel management, labor-management relations, public and human relations, taxation, and government regulations. The use of computers and software as tools in making business decisions in areas such as accounting, sales analysis, and inventory control is also introduced.

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

| UNIT DESCRIPTION: Students will learn the benefits of continued training. | | SUGGESTED UNIT TIMELINE: 1 WEEK CLASS PERIOD (min.): 50 MINUTES | | | |
|---|---|--|--|---|-----|
| ESSENTIAL QUESTIONS: 1. Why do companies need a human resources department? 2. What are the benefits to employee training? | | | | | |
| | | | | | |
| ESSENTIAL MEASURABLE LEARNING OBJECTIVES | CCSS LEARNING GOALS (Anchor Standards/Clusters) | CROSSWALK TO STANDARDS | | | |
| | | National Business Education Standards | CCSS | MBA Research Standards | DOK |
| 1. Identify career opportunities in business management | | CD II.A.1.3 | SL.11-12.1.a SL.11-12.4 | Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources. | 1 |
| 2. Create a career portfolio | | CD IV.C.3.1 | SL.11-12.1.a SL.11-12.4 RI.11-12.1 TI.11-12.2 RI.11-12.3 RI.11-12.5 RST.11-12.2 RST.11-12.5 RST.11-12.7 RST.11-12.9 | Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources. Understands tools, strategies, and systems | 4 |

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

| | | | | | |
|--|--|---------------------|---|--|---|
| | | | L.11-12.1 L.11-12.2 L.11-12.3 L.11-12.5 L.11-12.6 WHST.11-12.4 WHST.11-12.6 WHST.11-12.9 | needed to access, process, maintain, evaluate, and disseminate information to assist business decision making. | |
| 3. Identify selection tools and determine why they are used. Eg. Incentives, tests, reference checks | | Management VI.B.3.2 | SL.11-12.1.a SL.11-12.4 | Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources. Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision making. | 2 |
| 4. Identify compensation plans, benefit packages and incentive programs available to employees | | Management VI.E.3.1 | SL.11-12.1.a SL.11-12.4 N-Q.1 N-Q.2 N-Q.3 | Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources. | 1 |
| 5. Identify employee training techniques (e.g., hands-on, coaching, seminars, online) | | Management I.C.4.2 | SL.11-12.1.a SL.11-12.4 | Understands the tools techniques, and systems that businesses use to plan, staff, lead, and | 1 |

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

| | | | | | |
|---|--|----------------------------|--|---|----------|
| | | | | organize its human resources. | |
| 6. Describe policies and procedures used in an organization | | Management VI.E.4.1 | SL.11-12.1.a SL.11-12.4 L.11-12.1 L.11-12.3 L.11-12.5 L.11-12.6 | <p>Understands the concepts, strategies, and systems used to obtain and convey ideas and information.</p> <p>Understands the techniques and strategies used to foster positive, ongoing relationships with customers</p> <p>Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources.</p> <p>Understands the processes and systems implemented to monitor, plan, and control the day-to-day activities required for continued business functioning.</p> | 2 |
| 7. Identify the impact of performance appraisals on employees and the organizations | | Management VI.D.3.3 | SL.11-12.1.a SL.11-12.4 L.11-12.1 L.11-12.3 | Understands the tools techniques, and systems that businesses use to plan, staff, lead, and | 3 |

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

| | | | | | |
|---|---|----------------------|--|--|---|
| | | | L.11-12.5 L.11-12.6 | organize its human resources. | |
| 8. Describe the history of the labor movement and why unions were organized | | Management VI.D.3.1 | SL.11-12.1.a SL.11-12.4 L.11-12.1 L.11-12.3 L.11-12.5 L.11-12.6 | Understands the economic principles and concepts fundamental to business operations. | 2 |
| 9. Discuss the advantages and disadvantages of union membership | | Management VII.D.4.3 | SL.11-12.1.a SL.11-12.4 L.11-12.1 L.11-12.3 L.11-12.5 L.11-12.6 | Understands the economic principles and concepts fundamental to business operations. | 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>Teacher developed rubric</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) | | | | |
| 1-9 | 1. Independent learning; student research | | | | |
| Obj. # | INSTRUCTIONAL ACTIVITIES: (What Students Do) | | | | |
| 1-9 | 1. Search the Internet for five different management careers. These careers can include: human resource manager, strategic planner, operations manager, marketing manager, engineering manager, etc. Write a paragraph describing the duties that each of these careers might involve | | | | |
| UNIT RESOURCES: (include internet addresses for linking) | | | | | |
| Resources @ MCCE: | | | | | |

C&E 12.0000 M136 - The Big Book of Jobs: 2007-2008 Edition

The Editors of McGraw-Hill & the United States Department of Labor, Bureau of Labor Statistics
NEW YORK, NY, MCGRAW-HILL, 2007.

BOOK — This book combines a concise overview of the job-search process with all the latest government statistics on more than 250 jobs.

E 10.0401 M169155 - Teaching & Assessing 21st Century Skills

Robert J. Marzano, Tammy Heflebower

BLOOMINGTON, IN, MARZANO RESEARCH LABORATORY, 2012.

BOOK — This book presents a model of instruction and assessment based on a combination of cognitive skills (academic) and conative skills (interpersonal) necessary to succeed in the 21st century. Using the strategies of the authors, K-12 teachers can help prepare students for the highly varied and ever-changing knowledge economy of the 21st century.

R 20.0103 L216 - Sweatshops: Global Awareness Lesson Plans

Learning ZoneXpress

OWATONNA, MN, LEARNING ZONE EXPRESS, 2003.

BOOK — Designed to help students discover how many of the products they buy contribute to the global and social issue of child labor and sweatshops. An in-depth look at different points of view: the business owner dependent on low-cost labor; a child laborer who wants improved working conditions; and concerned citizens. Appropriate for grades 9-12.

SN DVD ROM 2.1 - Hired for My Ability

Program Development Associates

CICERO, NY, PROGRAM DEVELOPMENT ASSOCIATES, 2004.

DVD ROM — Viewers watch 6 men and women with mobility, sensory, or other physical disabilities at work. Each talks about their respective jobs as a heavy equipment operator, restaurant owner, mechanic, customer service representative, health care professional and manufacturer laborer. High school to adult. 8 minutes.

MCE 11.0000 JIST1 - Your Career and Life Plan Portfolio-Instructor's Guide, 2nd Edition

Editors at JIST

INDIANAPOLIS, IN, JIST PUBLISHING, INC, 2003.

BOOK — Instructor's Guide. Practical guidance and teaching suggestions for instructors using the Your Career and Life Plan Portfolio workbook with adult students and clients, such as at a community college, at a vocational school, or in a job search or job counseling program. The instructor's guide saves class preparation time and helps the instructor lead students through the workbook and through portfolio

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

development. The guide includes presentation suggestions, extra activities, discussion/quiz questions, and transparency masters.

MCE 11.0000 JIST1A - Your Career and Life Plan Portfolio

Editors at JIST

INDIANAPOLIS, IN, JIST PUBLISHING, INC, 2003.

BOOK — (2nd Edition) The biggest improvement is new chapters with vital information on the different types of portfolios, evaluating and choosing content, organizing and building portfolios, and using portfolios to assess progress. Plus, there's new content on creating Web portfolios.

MCE CD ROM 3 - ProTech Career Planner

MarkED/Career Paths

COLUMBUS, OH, MARKED/CAREER PATHS, 2003.

CD ROM — Support for Portfolios, Assessment, Training plans, Competency lists, DECA prep, Resource ID, Curriculum planning. For users of Windows 9X, 2K, Me, XP, NT.

MCE VIDEO 100 - Careers: Marketing

CEV Multimedia

LUBBOCK, TX, CEV MULTIMEDIA, 2004.

VIDEO — Professionals involved in management, retail marketing and non-profit marketing are featured. Different job opportunities as well as educational requirements, skills and talent needed for each position. Expected salaries and employment opportunity. The experts offer advice and suggestions that can help students pursue a specific position. 25 minutes.

MCE VIDEO 81 - Who Would You Hire?

C.W. Publications

STERLING, IL, C.W. PUBLICATIONS, 2003.

VIDEO — The "dos" and "don'ts" of interviewing are demonstrated through six less-than-perfect interviewees. Viewers evaluate and decide who Ms. Baker should hire as a sales representative at her travel agency. This program is full of great examples for those just beginning or making a re-entry into the world of work. 25 minutes.

MCE CD ROM 10 - Managing People

CEV Multimedia

LUBBOCK, TX, CEV MULTIMEDIA, 2005.

Microsoft® PowerPoint® — The ability to effectively manage employees is highly prized. This Microsoft® PowerPoint® presentation explores the

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

important roles involved in human resource management, and the traits which constitute a good manager. Multiple management strategies and theories are also presented and analyzed. 70 slides. Requirements: Adobe® Acrobat® Reader®, Win 2000/SP/Vista, MAC OSX

MCE DVD ROM 24 - Dr. Lois Frankel LIVE: What Powerful Women Know

Better Life Media, Inc.

PLYMOUTH, MN, BETTER LIFE MEDIA, INC., 2005.

DVD ROM — The messages little girls get are to be sweet, quiet and good listeners. The messages little boys get are to be competitive and not cry. However, to get that corner office, women must get over the nice-girl syndrome and learn the rules of the workplace game. In this live presentation, Dr. Lois Frankel, an expert on workplace behavior, will teach you how to play the game, stay within the boundaries and get that corner office. DVD & Audio CD.

C&E 10.0050 CDJS46 - Learning for Earning: Your Route to Success

John Wanat, E. Weston Pfeiffer, Richard Van Gulik

TINLEY PARK, IL, THE GOODHEART-WILLCOX COMPANY, 2006.

BOOK — Introduction to the skills needed to succeed in school, on the job and on your own. Provides an understanding of the world of work. Tips on how to find a suitable job for you, and how to keep a job and advance in your career. Responsibility to manage a paycheck; budgeting; banking services; housing and transportation needs.

C&E 10.0050 CDJS47 - Learning for Earning: Your Route to Success- Student Activity Guide

John Wanat, E. Weston Pfeiffer, Richard Van Gulik

TINLEY PARK, IL, THE GOODHEART-WILLCOX COMPANY, 2006.

BOOK — Introduction to the skills needed to succeed in school, on the job and on your own. Provides an understanding of the world of work. Tips on how to find a suitable job for you, and how to keep a job and advance in your career. Responsibility to manage a paycheck; budgeting; banking services; housing and transportation needs.

C&E 10.0050 CDJS47A - Learning for Earning: Your Route to Success- Teacher's Resource Guide

John Wanat, E. Weston Pfeiffer, Richard Van Gulik

TINLEY PARK, IL, THE GOODHEART-WILLCOX COMPANY, 2006.

BOOK — Introduction to the skills needed to succeed in school, on the job and on your own. Provides an understanding of the world of work. Tips on how to find a suitable job for you, and how to keep a job and advance in your career. Responsibility to manage a paycheck; budgeting; banking services; housing and transportation needs.

C&E 20.0101 R279 - What's Next? A Simulation of Adult Life Stages

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

Heidi Retzer and Dan Heisdorf

PORTLAND, ME, WALCH EDUCATION, 2008.

BOOK — Book assists students transitioning into adulthood, as they model four distinct stages: You Are Done with High School; Living on Your Own; You Are Married; You Have a Family. Designed for life skills or consumer mathematics curriculum, or any program that supports emerging adults. Progressing through the simulation, students receive "paychecks", learn how to pay bills, balance their accounts, and plan for future responsibilities. Each of the four simulated stages fits into a quarter of the school year (approximately 40 class sessions). The activities within each stage of life take between 30 to 60 minutes to complete. Addresses federal special education laws for Individual Education Plans requiring transition to be considered for students at the age of 14 and met for students at the age of 16.

C&E DVD ROM 44 - Job Survival: Keeping & Advancing Your Job

LINX Educational Publishing, Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005.

DVD ROM — This program provides strategies and techniques for job survival including adjusting to work environments, personal qualities, dressing appropriately for the job, developing people skills, assessing job performance, using problem solving skills and more. Includes on-the-job scenarios. Grades 8 through adult. 23-minutes

C&E DVD ROM 48 - Soft Skills in the Workplace

JIST Publishing

ST. PAUL, MN, JIST PUBLISHING, 2008.

DVD ROM — 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

G&C VIDEO 97 - Designing Your Personal Ad Campaign: Unlocking Your Potential

Edge Learning Institute

TACOMA, WA, EDGE LEARNING INSTITUTE, 2001.

VIDEO — Students learn that self-talk improves their self-image and leads to better performance.

MCE 11.0012 MERC1 - Business Administration

Marketing Education Resource Center

COLUMBUS, OHIO, MARKETING EDUCATION RESOURCE CENTER, 2003.

BOOK — Leadership, Attitude, and Performance Module. This instructional module contains student booklets and teaching guides with

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

comprehensive lesson plans/teaching guides. Includes Manage This, Legal Considerations in E-Commerce, Issues in E-Commerce, Internet's Impact on Marketing, Risk Management, and Nature of Production.