

**DESE Model Curriculum: Business Technology** (CIP Code: 11.0103)

GRADE LEVEL/UNIT TITLE: 11-12/Develop Employability Skills

<b>COURSE INTRODUCTION</b>		
<p>This course is designed to help students develop the qualities, knowledge, and skills necessary for working in a business. Students enhance computer application skills as they develop competencies needed by administrative support professionals. The content includes the use of technology to develop communication skills, the performance of office procedures tasks, the production of quality work using advanced features of business software applications, and the production of high quality employment portfolios and job-seeking documents. In addition, this course provides training or skills many employers find deficient: dealing with other people, using the telephone, organizing work, and handling other crucial tasks.</p> <p>Course rationale: This area of instruction provides content for employment in one of the largest major occupational groups--administrative support. Demand in this career area will continue to expand as businesses utilize advanced office technology to increase their production efficiency and improve the quality of their products and services. This area of instruction benefits students by enhancing the software application skills and communication competencies needed by administrative support professionals and those students continuing their education.</p>		
<b>UNIT DESCRIPTION</b>	<b>SUGGESTED UNIT TIMELINE</b>	
Students will develop skills to assist them in becoming more employable in today's job market by implementing soft skills, demonstrating leadership and responsibility.	1 month	
	<b>CLASS PERIOD (min.)</b>	
	50 min.	
<b>ESSENTIAL QUESTIONS</b>		
<ol style="list-style-type: none"> <li>Why are both good business practices and ethical behavior essential to succeed in business?</li> <li>How do interpersonal skills affect one's employability and advancement opportunities within various work settings?</li> </ol>		
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>	<b>NBEA STANDARD</b>	<b>DOK</b>
1. Maintain good attendance record	CD.III.A.2.1	1
2. Interact effectively with others	CD.III.B.4.3	2
3. Respect beliefs, opinions, and rights of others	CD.III.C.3.5	2
4. Work effectively in teams	CD.III.B.4.3	2
5. Demonstrate positive behavior when given direction, criticism, and comment	CD.III.E.4.2	2
6. Understand the effects of stress on job performance	CD.III.G.1.3	2
7. Demonstrate proper professional appearance	COMM.11.A.4.4	2
8. Exhibit attributes of a consummate professional (i.e., initiative, punctuality, responsibility, dependability, honesty)	CD.III.A.1.1	2
9. Apply concepts of time management	CD.III.A.1.2	3
10. Demonstrate proper business etiquette	COMMII.A.13	3
<b>ASSESSMENT DESCRIPTIONS</b>		
n/a		

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<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>
1-10	1. Guide students through work ethics activities (see below)
<b>OBJ. #</b>	<b>INSTRUCTIONAL ACTIVITIES</b>
1-10	1. Students will use the website to complete activities as they relate to employability skills (see below)
8, 10	2. Students will view a video on Etiquette and Work Habits and summarize the observations
<b>UNIT RESOURCES</b>	
<a href="http://fsweb.bainbridge.edu/techprep/WEactivitylist.htm">http://fsweb.bainbridge.edu/techprep/WEactivitylist.htm</a>	