

DESE Model Curriculum: Computer Applications (CIP Code: 11.0103)

GRADE LEVEL/UNIT TITLE: 11-12/Develop Workplace Readiness Skills

COURSE INTRODUCTION		
<p>This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.</p> <p>Course rationale: This area of instruction provides content for knowledge and skills required in the technology based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce or postsecondary education.</p>		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Students will identify soft skills and prepare for a job interview.	Ongoing	
	CLASS PERIOD (min.)	
	50 min class periods	
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> 1. What are soft skills and why do I need them? 2. Why are ethics important in the workplace? 3. What skills are necessary as a business owner? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Exhibit leadership skills through a student organization (e.g., FBLA, PBL).	COMM.II.A.4.5	3
2. Demonstrate ethical behavior when creating business documents	COMM.I.D.2.3	3
3. Identify career/self-employment opportunities	CD.I.B.4.2	1
ASSESSMENT DESCRIPTIONS		
<ol style="list-style-type: none"> 1. Formative: Dress For Success PowerPoint, Business Dress Collage, Business Etiquette Group Presentation, Leadership Qualities Survey, 2. Summative: Encourage others to sign up for District Competition 		
OBJ. #	INSTRUCTIONAL STRATEGIES	
1-3	1. Reinforcement appropriate leadership skills.	
2, 3	2. Collage activity & etiquette group presentation	
OBJ. #	INSTRUCTIONAL ACTIVITIES	
1-3	1. Exhibit leadership skills and appropriate employment opportunities.	
2, 3	2. Business dress collage, business etiquette presentation	

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UNIT RESOURCES

1. <http://fbla.testfrenzy.com/index.php>
2. <http://www.fbla-pbl.org/web/sectionid/587/module/ce/fbla.asp>
3. <http://lessonplans.btskinner.com/genbus.html>
4. <http://www.colorquiz.com/index.php>
5. <http://thefunworks.edc.org/SPTUI--FunWorks/funworks/accessible/home.php> - Career Interest Survey Website
6. <http://www.khake.com/page98.html>