GRADE LEVEL/UNIT TITLE: 11-12/Unit 3 - Employment Skills Course Code: 034303 CIP Code: 52.0803

COURSE INTRODUCTION:

This is an introductory course for Banking and Financial Support Services which also operates a student bank as the implementation practicum. This course also introduces the student to personal finance, including opening and maintaining a checking account, and credit card pitfalls and proper use, a very important skill for all young adults. It is designed to familiarize the student with all aspects of a typical bank including savings, loans, operations, and audit functions. It also covers the history of banking, the organizational structure, and the operations and marketing of a student bank.

COURSE RATIONALE

Financial literacy is essential in meeting the financial challenges of the 21st Century. The course provides valuable experience in running an actual bank while learning to analyze personal financial decisions, evaluate the costs and benefits of their decisions, recognize the rights and responsibilities as consumers, and apply the knowledge learned in school to financial situations encountered later in life.

GRADE LEVEL/UNIT TITLE: 11-12/Unit 3 - Employment Skills Course Code: 034303 CIP Code: 52.0803

UNIT 3, DESCRIPTION: The operation of a student run banking operation is valuable to provide relevance to learning business procedures, learn how to apply for a job, acquire cash handling experience, and to experience a simplified but valid practice of running a business at the high school level.	**SUGGESTED UNIT TIMELINE: 3 weeks** **CLASS PERIOD (min.): 50 min.**

ESSENTIAL QUESTIONS:

1. What qualities are employers looking for in an employee?
2. What does a resume say about you and how do you develop an effective resume?
3. What similarities to a full service bank does this student run bank serve its customers and how?
4. What position within a student bank are you most suitable to serve as your first bank position?
5. What banking procedures do you need to know as a bank employee?

ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CLEs	PS	CCSS	OTHER NBEA	DOK
1. Develop a resume, cover letter to apply for a position with the student bank through an interview. Illustrate how students build good quality resumes, model the best interviewing techniques and then conduct interviews.				**WHST.11-12.2** **WHST.11-12.4** **WHST.11-12.5** **WHST.11-12.6** **SL11-12.1** **SL.11-12.6**	**CD.IV.A.1** **CD.IV.A.2** **CD.IV.A.3** **CD.IV.A.4** **CD.IV.B.1** **CD.IV.B.2** **CD.IV.B.3** **CD.IV.B.4** **CD.V.A.1** **CD.V.A.2** **CD.V.A.3** **CD.V.A.4** **CD.V.B.1** **CD.V.B.2** **CD.V.B.3** **CD.V.B.4**	**4**

2. Instructor led illustrations whereby students will learn all positions of a student run bank. Compare similarities to a full service commercial bank to develop critical skills for students to enter business careers. Develop skill set that will be sought by financial institutions or retail businesses.					**PF.VI.1** **PF.VI.2** **CD.IV.A.1** **CD.IV.A.2** **CD.IV.A.3** **CD.IV.A.4** **CD.IV.B.1** **CD.IV.B.2** **CD.IV.B.3** **CD.IV.B.4** **CD.V.A.1** **CD.V.A.2** **CD.V.A.3** **CD.V.A.4** **CD.V.B.1** **CD.V.B.2** **CD.V.B.3** **CD.V.B.4**	**3**

ASSESSMENT DESCRIPTIONS*: **(Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)**

Formative assessments will include the resume and cover letter. Summative assessment will be the written interview of the bank or community leader interview.

***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 #.)**

Scoring guide for student projects is included.

Obj. #	**INSTRUCTIONAL STRATEGIES (research-based):** **(Teacher Methods)**
1,2	**1.** Explain and demonstrate resume procedures, interview procedures, and proper resume and cover letter writing methods. These will be matched to work positions within a bank. If possible, use banking industry personnel to conduct interviews and recommend positions with the best fit for skills and talent.

1,2	**2.** Teacher led discussion on the good and bad examples that the banking students see in others who seek jobs. Lead students into a discussion of what a successful person looks and acts like.
1,2	**3.** Demonstrate various physical aspects of interviewing, i.e., firm handshake, eye contact, sitting when invited, no slouching, no mismatched clothing, mannerisms, and what is appropriate to wear. Lead the discussion and end with what is expected from a professional banking employee.
Obj. #	**INSTRUCTIONAL ACTIVITIES: (What Students Do)**
1,2	**1.** Prepare a resume and cover letter for specific student bank jobs desired. (conduct the resume exercises in conjunction with banking procedures processing methodology to facilitate relevance to information retention)
1,2	**2.** Sponsoring bank managers provide interviews to the students. Students will come prepared with a resume and cover letter to demonstrate acquired lesson knowledge.
1,2	**3.** Students will conduct an after action discussion of what they wish they had done better, what they think went well, and lessons learned for successive job interviews in their future.

UNIT RESOURCES: (include internet addresses for linking)

See resumes Do's and Don'ts at http://www.youtube.com/watch?v=7bQqMTAH4TI
See article for resume development: Words that hurt: overused terms to remove from your resume
See interviews Do's and Don'ts at http://www.youtube.com/watch?v=S1ucmfPOBV8 or just go to youtube.com and enter subject

See attached files: Words That Hurt Your Resume
jobsearch.about.com/.../interviewquestionsanswers
Textbook suggestion: Banking & Financial Systems, 2013 by The Goodheart-Willcox Company, Inc.: print 139781605257785
Textbook suggestion: Personal Finance, 2012 by Kapoor, Dlabay, Hughes - McGraw-Hill: print 139780073530697

Textbook suggestion: Banking Systems, 2nd edition 2010, Cengage Learning: eText 139781439028483, print 139780538449281

RESOURCES @ MCCE:
BE DVD ROM 43 - Work Ethic: A Commitment to Work
Film Ideas Inc.
WHEELING, IL, FILM IDEAS, INC., 2006.

DVD ROM — In this program for young adults, beginning wage earners learn the importance of a strong work ethic and how it relates to their success as they embark on their working careers. Real world location settings that highlight active young workers supported with expert commentaries help reinforce the concepts. Grades 11 and 12, College, Adult. 21 minutes.

BE 12.0000 B45 - 202 Great Resumes
Jay A. Block and Michael Betrus
NEW YORK, NY, MCGRAW-HILL, 2004.
BOOK — This comprehensive resume guide offers tips, strategies, and real-world examples needed for resume writing. Contains traditional formats and new cutting-edge styles. This guide includes: Ways to research a company to uncover their needs; How to get in the door, to network, and get exposed to the hiring managers; Methods to articulate your value to hiring managers; and street-smart tips to help job-search, negotiate salary, interview, and much more.

BE 12.0000 D24 - 24 Hours to the Perfect Interview
Matthew J. Deluca and Nanette F. Deluca
NEW YORK, NY, MCGRAW-HILL, 2004.
BOOK — The authors provide a system that takes the reader step-by-step through pre-interview preparation. . Included are: End-of-chapter checklists and insider's tips; Putting together a professional look; Gathering important documents; Researching the company; Preparing responses to difficult questions; and Brainstorming stories that illustrate experience.

BE CD ROM 18 - The Resume Resource: Creating the Perfect Resume
Jaguar Educational
CHARLESTON, WV, JAGUAR EDUCATIONAL, 2004.
CD ROM — A comprehensive reference that includes tutorials, expert advice, and practice tests, as well as sample resumes and cover letters. Topics range from the general (History and Purpose of Resumes, Main Types of Resumes) to the specific (7 Musts of Cover Letters, Presenting Your Portfolio. Requires Windows 95 or higher.

BE DVD ROM 22 - Interview to Win Your First Job
JIST Works
INDIANAPOLIS, IN, JIST WORKS, 2005.
DVD ROM — This program shows a variety of mock interviews that allow students and first-time job seekers to master the primary aspects of interviewing. High School and Post Secondary. 32 minutes.

BE DVD ROM 24 - Who Would You Hire?

C.W. Publications
STERLING, IL, C.W. PUBLICATIONS, 2012.
DVD ROM — Lisa is the Human Resources Director at a popular resort location. She is in the process of hiring a new Events Sales Specialist who will be in charge of marketing the resort's services and facilities for events such as business meetings, conferences and weddings. From among the applicants, Lisa has chosen six young people to interview. Your students will watch each of the short interviews, decide what the applicants did right and wrong and decide who they would hire.

BE DVD ROM 24.1 - Who Would You Hire? First Impressions
C.W. Publications
STERLING, IL, C.W. PUBLICATIONS, 2008.
DVD ROM — Students will learn the importance of making a strong first impression as the manager of a video store interviews eight young individuals for a part-time position. Students will evaluate the applicants, make a decision and then see what happens. 25 minutes.

BE DVD ROM 27 - Your Resume: First They Must See You in Writing!
LINX Educational
JACKSONVILLE BEACH, FL, LINX EDUCATIONAL, 2003.
DVD ROM — This video helps viewers choose the right action words and phrases to design effective resumes. It includes outlines for the following formats: chronological, functional, and combination, and when each is appropriate. It also has special signs for sending electronic resumes that will get read, not deleted! A segment on cover letters gives specifics on ways to tailor the letter using the right words and phrases so that the employer moves on to your resume. Grades 8 thru adult. 22 minutes

BE VIDEO 149 - Common Mistakes People Make in Interviews
Cambridge Educational
LAWRENCEVILLE, NJ, CAMBRIDGE EDUCATIONAL, 2003.
VIDEO — An informative and effective program that helps job seekers anticipate what employers are looking for. Using a wrong way/right way format, the video illustrates the things to do and not to do in an interview. A teacher's guide. 25 minutes

BE VIDEO 43 - Make the Interview Count: Job Connection Video Series
Linx Educational Publishing, Inc
JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 1999.
VIDEO — Covers the six P's of job interviews: preparation, practice, presentation, powerful interview, post-interview, ponder the position. Also covers telephone interviews, informational interviews, and video interviews. 20 minutes.

BE VIDEO 70 - Tough Times Job Strategies
Cambridge Educational Products
LAWRENCEVILLE, NJ, CAMBRIDGE EDUCATIONAL PRODUCTS, 2003.
VIDEO — Whether you are just entering the work force, a recent grad, or changing careers, this program will help you develop strategies to find and keep a job in today's challenging economy. Packed with examples and practical advice, the video features interviews with people in many different jobs and professions, as well as valuable tips from career counselors. Through their real-world experience and guidance, you will learn how to research career options, utilize employment opportunity resources, and discover ways to network. 24 minutes

C&E DVD ROM 4 - Get That Job
Cerebellum Corporation
FALLS CHURCH, VA, CEREBELLUM CORPORATION, 2002.
DVD ROM — This program shows students how to create attention-grabbing resumes, how to handle discussions about negotiating salary, how to write a cover letter, how to prepare for an interview, and how to answer questions with confidence. 90 minutes.

C&E 10.0050 T657 - Creating Your High School Resume; A Step-by-Step Guide to Preparing an Effective Resume for College and Career, Third Edition
Kathryn K.Troutman
INDIANAPOLIS, IN, JIST, 2009.
BOOK — This Instuctor's Guide and workbook shows students how to turn courses, activities, natural abilities, and accomplishments into resumes without work experience. Students go step-by-step through the resume-writing process. Includes many examples, tips, and case studies that show how to focus, organize, write, format, and use resumes. The workbook's structure allows it to be used as a complete curriculum or as part of a course or program that includes career issues and resume development.

C&E DVD ROM 66.1 - Engaging Resumes & Cover Letters: How to Hook the Job You Want
Learning Seed
CHICAGO, IL, LEARNING SEED, 2011.
DVD ROM — In this program job seekers and hiring managers discuss how they view and judge resumes and cover letters. Students can learn how to make theirs stand out in a professional manner and how to present their skills creatively. Viewers can discover how to edit a resume and craft a cover letter for the specific job. This DVD includes TWO versions of the video: one to play straight through, and one with stopping points for structured student activities. 26 minutes.

C&E DVD ROM 66.2 - Starting Fresh: Resumes & Cover Letters With a Troubled Background
Linx Educational

JACKSONVILLE, FL, LINX EDUCATIONAL, 2007.
DVD ROM — This program follows a young man with a troubled past as he tries to make a fresh start. Knowing his job search process starts with a resume, he shows how to write honest cover letters and resumes despite a criminal background. Filmed documentary-style, we follow as he develops a successful resume writing strategy. 20 minutes.

C&E KIT 1 - Getting the Job You Really Want
J. Michael Farr
INDIANAPOLIS, IN, JIST PUBLISHING, 2002.
KIT — This kit is a step-by-step guide through the process of getting a job, including how to: identify key skills; determine the ideal job; explore career alternatives; find unadvertised jobs; use the phone; prepare for the interview; create superior resumes; reduce job search time; and, succeed on the job. Includes 2 DVDs, workbook, instructor's guide and PowerPoint presentation.

C&E VIDEO 28 - Resumes & Cover Letters: Standing Out
Cerebellum Corporation
FALLS CHURCH, VA, CEREBELLUM CORPORATION, 2002.
VIDEO — With the job market becoming more and more competitive, it is increasingly important to have a unique resume and cover letter. This program addresses how to design a resume and cover letter that stands out. Grades 9 and up. 26 minutes.