

DESE Model Curriculum: Business Technology (CIP Code: 11.0103)
 GRADE LEVEL/UNIT TITLE: 11-12/Develop Career Management Strategies

COURSE INTRODUCTION		
<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>		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Develop career management strategies by examining workplace practices, structures, rights and responsibilities and implementing these by being involved in student and professional organizations.	1 month	
	CLASS PERIOD (min.)	
	50 min.	
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> 1. What are strategies for managing conflict within a work team? 2. Why are both good business practices and ethical behavior essential to succeed in business? 3. What professional organizations are available to provide accurate information in answering questions regarding different areas of business? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Compare and contrast ethical, unethical, legal, and illegal business practices	BL.I.A.4.1	3
2. Explain the importance of working within organizational structures (i.e., chain of command)	CD.III.B.3.3	3
3. Describe rights and responsibilities of employees and employers (including information related to OSHA, FMLA, FLSA, ADA, sexual harassment, discrimination, contracts)	BL.III.B.3.1 BL.III.B.3.3 BL.III.B.3.7 BL.III.B.3.8 BL.III.B.3.9 BL.III.B.3.11	4
4. Describe the importance of life-long learning through continuing education and membership in professional organizations	CD.VI.A.4.5	4
5. Exhibit leadership skills through a student organization (e.g., FBLA/PBL, DECA)	COMM.II.A.4.5	2

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6.	Utilize performance-based job evaluation instruments	COMM.II.A.4.3	4
7.	Prepare for job separation (e.g., letter of resignation, extended leave)	COMM.III.F.3.19	4
OBJ. #	INSTRUCTIONAL STRATEGIES		
4, 5	1. Encourage students to attend a Career Technical Student Organization meeting		
1-3	2. Show Video from MCCE lending library – Business Law & Ethics-If it is Legal, Is it Ethical?		
6.	3. Self-guided reading, research (see below)		
OBJ. #	INSTRUCTIONAL ACTIVITIES		
4, 5	1. Observe/participate in a FBLA, DECA or mock business meeting		
1-3	2. Students will view a video on business law and ethics and summarize the observations		
6	3. Students will read a website and answer questions about the information and summarize the main points		