

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

GRADE LEVEL/UNIT TITLE: 11-12/Prepare for Employment

<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>	
Preparing students to successfully enter into the workforce.	4 weeks	
	<b>CLASS PERIOD (min.)</b>	
	50 min.	
<b>ESSENTIAL QUESTIONS</b>		
<ol style="list-style-type: none"> <li>1. What steps should a student do to be prepared for any college or career option?</li> <li>2. What steps should be taken to effectively lay the foundations for a career choice?</li> </ol>		
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>	<b>NBEA STANDARD</b>	<b>DOK</b>
1. Utilize career assessment tools (e.g., student interest survey, aptitude test)	CD.I.A3.1	2
2. Analyze various business careers by looking at salary, benefits, job requirements, educational requirements, employment outlook, etc.	CD.I.A.3.1	4
3. Compare and contrast career choices	CD.I.A.3.3	3
4. Investigate a potential employer	CD.V.C.4.1	3
5. Prepare a resume	CD.V.B.3.3	4
6. Compose a letter of application	CD.V.B.3.3	3
7. Complete a job application	CD.V.C.4.4	1
8. Assemble a work-sample portfolio	CD.V.B.3.3	3
9. Differentiate between legal and illegal pre-employment questions	CD.V.C.3.6	2
10. Participate in a job interview	CD.V.C.3.6	4
11. Compose a follow-up (i.e., thank you) letter	CD.V.C.3.7	3
12. Compose letters accepting and declining a job offer	CD.V.C.3.10	3

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<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>
1-12	1. Lecture on each aspect of the prepare for employment using PowerPoint presentations
1	2. Guided practice, Missouri Connections
4, 9, 10	3. Role play/mock interviews, cooperative learning
<b>OBJ. #</b>	<b>INSTRUCTIONAL ACTIVITIES</b>
1-12	1. Students will summarize presentations and prepare the pre-employment documents as they are discussed
1	2. Students will utilize the assessments on Missouri Connections to choose a career pathway
4, 9, 10	3. Students will be engaged in role plays and mock interviews.