

Course Title: Workforce Essentials	Time: 14 Weeks (70 days)
Lesson Title: Career Development and Employability Skills	
Instructional Activities: Portfolio Cooperative Learning/Lecture & Discussion Demonstration Critical Thinking Questions Vocabulary Chapter Test	
CTE Content Standard: <ul style="list-style-type: none"> • Explain how to research and select career opportunities • Compare the relationship between educational achievement and career planning • Demonstrate how to locate, evaluate, and interpret career information for a specific career • Determine personal responsibility for making educational and career choices • Apply skills needed for seeking, obtaining, maintaining, and changing jobs, including preparing a resume, completing job applications, participating in a job interview, and dressing and grooming for the workplace. <ul style="list-style-type: none"> -Accessing detailed information about job openings and opportunities (Examples: skills required for a full or part-time job, working conditions, benefits, and opportunities for change) 	
Essential Question: 1. How might researching job opportunities change in the future? 2. How can dress and grooming affect employability?	
Material/Equip/Tech Resources: Textbooks, Rubrics, Videos, Internet, E-Mail, Computers, Work-Based Learning Manual	
Assessment/Strategies: Open-ended questions, performance, cooperative group project, case study/scenario, test	
Course/Program Credentials: Leads to credential in Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Workforce Essentials	Time: 2 weeks (10 days)
Lesson Title: Foundation Skills	
Instructional Activities: Brainstorming Cases Studies Demonstrations Guest Speakers Videos Lecture/Discussions Note Taking Think Pair Share Vocabulary	
CTE Content Standard: <ul style="list-style-type: none"> • Explain the importance of effective communication skills in the workplace. Ex. Listening strategies, oral and written communications, proper business etiquette, informal presentations and discussions, proficiency in speaking standard English • Demonstrate mathematical computation skills in the workplace Examples: costs and time; ratios and percentages, tables, charts, and graphs, distance, weight, area, and volume 	
Essential Question: What is the purpose(s) of federal/state withholdings?	
Material/Equip/Tech Resources: Textbooks, Support Materials, Internet, Handouts, Computers, Software	
Assessment/Strategies: Open-ended questions, performance, cooperative group project, case study/scenario, test	
Course/Program Credentials: Leads to credential in Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. Members will prepare for Competitive Events.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Workforce Essentials	Time: 5 weeks (25 days)
Lesson Title: Ethics and Social Responsibility	
Instructional Activities: Portfolio Cooperative Learning Collaborative Learning Simulation Demonstrations	
CTE Content Standard: <ul style="list-style-type: none"> • Explain how to research and select career opportunities • Compare the relationship between educational achievement and career planning • Demonstrate how to locate, evaluate, and interpret career information for a specific career • Determine personal responsibility for making educational and career choices • Apply skills needed for seeking, obtaining, maintaining, and changing jobs, including preparing a resume, completing job applications, participating in a job interview, and dressing and grooming for the workplace. -Accessing detailed information about job openings and opportunities (Examples: skills required for a full or part-time job, working conditions, benefits, and opportunities for change)	
Essential Question: <ol style="list-style-type: none"> 1. Why does it matter that employees practice positive ethics in the workplace. 2. What are possible consequences of unethical behavior in the workplace? 	
Material/Equip/Tech Resources: Textbooks, Reference Books, Support Material, Handouts, videos, Virtual Library, Computers, Printers, Whiteboard, ALEX, Web Sites, Internet	
Assessment/Strategies: Quizzes, test, self assessments, open-ended questions, oral presentations, solutions to problems, cooperative group projects, posters, online activities, learning logs, case studies, research projects, computer presentations.	
Course/Program Credentials: Leads to credential in Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Workforce Essentials	Time: 3 weeks (15 days)
Lesson Title: Leadership and Teamwork	
Instructional Activities: Portfolio Cooperative Learning Collaborative Learning Carousel Brainstorming Case Studies/Scenarios Challenge Envelopes Field trips Lecture/Discussion Learning Logs Note-Taking Work-Based Learning Worksheets Guided Practice	
CTE Content Standard: <ul style="list-style-type: none"> • Explain leadership skills and practices <ul style="list-style-type: none"> -Identify appropriate leadership styles -Discuss effects of communication in various settings • Apply leadership skills through participation in career and technical student organization (CTSO) activities. <ul style="list-style-type: none"> -Examples: setting goals, conducting meetings, participating in conferences, workshops, competition, and civic and community service activities • Identify behaviors that promote effective teamwork 	
Essential Question: What leadership skills learned in Workforce Essentials will help you in your short-term and long-term plans?	
Material/Equip/Tech Resources: Textbooks, Virtual Library, ALEX, Videos, Internet, E-Mail, Computers, Whiteboard, Reference Books, Printers	
Assessment/Strategies: Quizzes, tests, self-assessments, open-ended questions, oral presentations, solutions to problems, cooperative group projects, posters, online activities, learning logs, case studies, scenarios, research projects.	
Course/Program Credentials: Leads to credential in Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Workforce Essentials	Time: 1 week (5 Days)
Lesson Title: Applied Technology	
Instructional Activities: Lecture/Discussion Project Rubric Written Assignment Portfolio Collaborative Learning Research Field Trips Online Catalog Research	
CTE Content Standard: <ul style="list-style-type: none"> • Determine uses, capabilities, and limitations of technological tools for achieving personal and workplace needs. <ul style="list-style-type: none"> -Utilizing common tools, equipment, machines, and materials required for a selected job. -Assessing results of investigations related to uses and limitations of technological tools. 	
Essential Question: <ol style="list-style-type: none"> 1. How would you justify the use of a specific technological tool as opposed to any other tool to complete a task? 2. What factors would be considered when determining which technological tool to use (e.g. purchase cost, employee training). 	
Material/Equip/Tech Resources: Textbooks, Rubrics, Videos, Internet, E-Mail, Computers	
Assessment/Strategies: Teacher observations, Performances, Test, Checklists, Online Activities, Case Studies, Oral Presentations, Worksheets, Self Assessments, Peer Assessments.	
Course/Program Credentials: Leads to credential in Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Workforce Essentials	Time: 2 Week (5 Days)
Lesson Title: Technical Knowledge and Skills	
Instructional Activities: Textbook Computer Projector Internet Printer Videos/DVD's	
CTE Content Standard: Interpret a company's mission statement, goals, and objectives with regard to a specific career objective or pathway. -Describing products and services offered by a specific company -Identifying rights and responsibilities of employees and employers. Evaluate opportunities to obtain business and industry-recognized work-readiness credentials	
Essential Question: <ol style="list-style-type: none"> 1. What evidence would you use in determining company beliefs and norms? 2. How do you determine whether a company's vision and mission statement are reflected through their products and services? 3. What is the most important employee ability/skill/training to consider when hiring new employees? 	
Material/Equip/Tech Resources: Textbooks, Printer, Videos/DVD's, Internet, E-Mail, Computers	
Assessment/Strategies: Open-ended questions, performance, cooperative group project, case study/scenario, test	
Course/Program Credentials: Leads to credential in Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Workforce Essentials	Time: 6 Weeks (30 Days)
Lesson Title: Economics and Finance	
Instructional Activities: Carousel Brainstorming Cooperative Learning Five Plus One Guided Practice Lecture/Discussion	
CTE Content Standard: Explain economic principles and concepts fundamental to entrepreneurship Examples: goods and services, supply and demand, private enterprise, cost-profit indicators, trends Differentiate among types of employment documents and records. Examples: tax documentation, contract information, personal income, worker’s compensation, social Security, pay procedures, deductions, net pay, fringe benefits, electronic funds transfer	
Essential Question: <ol style="list-style-type: none"> 1. What is the best economic system? 2. Which type of payment policy is best? 	
Material/Equip/Tech Resources: Textbooks, Software, Internet, E-Mail, Computers	
Assessment/Strategies: Open-ended questions, performance, cooperative group project, case study/scenario, test	
Course/Program Credentials: Leads to credential in Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP’s) or Personalized Education Plans (PEP’s or 504’s) will be followed. CTIP’s are located in secure student folders.</i>	

Course Title: Workforce Essentials	Time: 2 Week (5 days)
Lesson Title: Safety and Health	
Instructional Activities: Portfolio Lecture/Discussion Handouts Written Assignments Collaborative Learning Research Guest Speaker Field Trip	
CTE Content Standard: Formulate a workplace safety plan Examples: preventing illness or injuries, communicating safety information	
Essential Question: 1. As an employee, what areas of your own workplace safety are you responsible for?	
Material/Equip/Tech Resources: Textbooks, Software, Internet, E-Mail, Computers	
Assessment/Strategies: Open-ended questions, performance, cooperative group project, case study/scenario, test, Peer Assessment, oral presentations	
Course/Program Credentials: Leads to credential in Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Workforce Essentials	Time: 1 week (5 days)
Lesson Title: Introduction to Course	
Instructional Activities: Discussion of Course Syllabus, Classroom Rules/Procedures & Outline Complete Interest Inventory & Profile Sheet Discuss Classroom rules and procedures Discuss classroom & computer lab safety Take Safety Test and score 100%	
CTE Content Standard: Formulate a workplace safety plan Examples: preventing illness or injuries, communicating safety information	
Essential Question: 1. As an employee, what areas of your own workplace safety are you responsible for?	
Material/Equip/Tech Resources: Textbooks, Software, Internet, E-Mail, Computers	
Assessment/Strategies: Open-ended questions, performance, cooperative group project, case study/scenario, test, Peer Assessment, oral presentations	
Course/Program Credentials: Leads to credential in Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	