

STRAND	STANDARD	OBJECTIVES (What it looks like in the classroom) The learner will 1	# OF DAYS NEEDED FOR MASTERY	DATES TAUGHT	DATE ASSESSED	ASSESSMENT TYPE (classroom, STAR, objective, subjective, project, etc.)	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES
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<p>Foundation Skills and Knowledge</p>	<p>BE 12.1 Career Development</p>	<p>Students will understand career preparation and job acquisition skills required for employment, professionalism and career transition in their chosen fields.</p> <p>Students will demonstrate competency by matching skill and aptitudes for occupations, planning career options and applying job acquisition skills.</p>	<p>1 year</p>	<p>Various</p>	<p>Ongoing</p>	<p>Resumes</p> <p>Cover Letters</p> <p>Mock Job Search</p> <p>Mock Job Interview</p> <p>Article Reviews</p>	<p>Job Hunting Handbook</p> <p>Department of Labor Website www.dol.gov</p> <p>Occupational Outlook Handbook</p> <p>Multiple Communication Workshops</p> <p>Career Inventories</p> <p>Personal Inventories</p> <p>Worksite Evaluations</p> <p>Nebraska Work-Based Learning Manual</p>	<p>develop a career plan based on information about self</p> <p>explore career opportunities and projected trends nationally and internationally and identify required education and training</p> <p>explore a variety of domestic and global trends by gathering, evaluating, using and citing employment information from print and inline resources</p> <p>identify transferable competencies and job-specific skills related to career and job options; examine effects of job changes and identify sources for retraining and career transition</p> <p>determine realistic personal and professional goals</p> <p>examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities</p> <p>complete employment docs and interview process</p> <p>demonstrate positive work habits and make ethical choices</p> <p>participate in shadowing, mentoring, internships, paid cooperative experiences or volunteer experiences in the community to prepare for transition to school from work</p>

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Foundation Skills and Knowledge	BE 12.2 Communication	<p>Students will understand the principals of oral and written communication.</p> <p>They will demonstrate competency by interacting effectively with people in the workplace and in society.</p>	1 year	Various	Ongoing	<p>Resumes</p> <p>Cover Letters</p> <p>Mock Job Search</p> <p>Mock Job Interview</p> <p>Article Reviews</p>	<p>Job Hunting Handbook</p> <p>Department of Labor Website www.dol.gov</p> <p>Occupational Outlook Handbook</p> <p>Multiple Communication Workshops</p> <p>Career Inventories</p> <p>Personal Inventories</p> <p>Worksite Evaluations</p> <p>Nebraska Work-Based Learning Manual</p>	<p>Participate in and lead group discussion.</p> <p>Compose, format and edit correspondence and demonstrate appropriate job interview skills.</p> <p>Present a positive image using clear and courteous verbal and nonverbal communication.</p> <p>Demonstrate sensitivity toward and an appreciation for a diverse population.</p> <p>Develop an awareness of the language and varying customs required for effective international communication.</p> <p>Demonstrate active listening.</p> <p>Incorporate appropriate leadership and supervision techniques, customer service strategies and personal ethics to communicate effectively with business constituencies. (customer relations, business relationships, leadership, supervisory communication, personal ethics)</p> <p>Research, compose and orally present information for a variety of situations utilizing appropriate technology.</p> <p>Edit and correct text using standard English for sentence structure, usage, punctuation, capitalization and spelling.</p> <p>Continued Below</p>

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	BE 12.2 Communication (Continued)							<p>Use relevant, reliable print and electronic resources to create necessary notes, outlines and reference citations.</p> <p>Follow an interpret directions, graphs, charts and diagrams found in technical writing.</p> <p>Compose and produce a variety of business messages and reports using correct style, format and content.</p> <p>Use technology to enhance the effectiveness of communication by using proper techniques and e-mail etiquette.</p> <p>Use a variety of information technology resources to evaluate the bias of information sources.</p>

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Foundation Skills and Knowledge	BE 12.7 Ethics	Students will understand the importance of business ethics at the individual, organizational, technological, professional, societal and international levels. They will demonstrate competency by identifying why ethical problems exist, examining ethical models, applying ethical reasoning and adhering to ethical use policies.	1 year	Various	Ongoing	Resumes Cover Letters Mock Job Search Mock Job Interview Article Reviews	Job Hunting Handbook Department of Labor Website www.dol.gov Occupational Outlook Handbook Multiple Communication Workshops Career Inventories Personal Inventories Worksite Evaluations Nebraska Work-Based Learning Manual	<p>Examine and discuss current ethical conflicts and issues facing businesses. (discrimination, divulging confidential information or trade secrets, employee conflict of interest, expense account abuse, manipulation or destruction of records, offering or taking kickbacks, stealing from the company)</p> <p>Identify examples of ethical conflict that occur in business (accounting, advertising, banking and finance, law, manufacturing, media, medicine, product safety and liability, sales and the workplace)</p> <p>Discuss ethical principles and appropriate models of ethical reasoning.</p> <p>Explain the consequences of unethical or illegal behaviors in business, technology and the workplace.</p> <p>Describe domestic and international laws that affect how business is transacted in the United States and abroad. (Foreign Corrupt Practices Act, Whistleblowers Act)</p> <p>Follow organizational policies as well as federal and state laws pertaining to computer crime and abuse (data security, copyright infringement, plagiarism, use of technology in school and workplace environments)</p>

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