

Teacher: CORE
 CAREER
 EDUCATION AND
 WORK Year: 2017-18
 Course: CAREER
 EDUCATION AND
 WORK Month: All Months

S Program
 Orientation

e	Essential							
	Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources	Standards
p	I. What is involved in a high school cooperative education program?	I. Identify co-op program goals, policies and procedures	I. A. Explain the advantages of and adjustments to a cooperative education program.	I. -career and technical education				
t		II. Describe program guidelines	B. Describe local rules and regulations.	-cooperative education				
e		III. Investigate the opportunities and benefits available through Career & Technical Student Organizations (CTSO)	C. Explain the grading criteria in your co-op program.	-training station				
m			II. A. Document understanding of program guidelines.	-training station sponsor				
b			B. Document agreement with program guidelines.	-occupational objective				
e			III. A. Determine the important benefits of CTSO to career education.	-group instruction				
r			B. Determine what CTSO are available in your school.	-individual instruction				
			C. Link the CTSO with the appropriate career and technical program.					

O Career
Development

c	Essential							
	Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources	Standards
t	I. What career path fits your interests and abilities?	I. Investigate career choices and conduct your own career search.	I. A. Determine what avenues of career exploration are available locally and via the Internet.	-career exploration				13.2.11.E-Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Commitment, Communication, Dependability, Health/safety, Laws and regulations (that is Americans with Disabilities Act, Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets), Personal initiative, Self-advocacy, Scheduling/time management, Team building, Technical literacy, Technology
o		II. Compare careers in relation to job tasks, work environment, job availability and educational requirements.	B. Develop a career path for a career of your choosing.	-career path				13.1.11.A-Relate careers to individual interests, abilities, and aptitudes.
b		III. Construct a profile of personal interests, aptitudes, abilities, and values.		-job tasks				13.3.11.A-Evaluate personal attitudes and work habits that support career retention and advancement.
e			II. A. Define the terms "job tasks, work environment, and job availability."	-work environment				13.3.11.C-Evaluate conflict resolution skills as they relate to the workplace: Constructive criticism, Group dynamics, Managing/leadership, Mediation, Negotiation, Problem solving
r			B. Prepare a list of educational requirements for selected careers.	-job availability				13.3.11.B-Evaluate team member roles to describe and illustrate active listening techniques: Clarifying, Encouraging, Reflecting, Restating, Summarizing

C. Research career information about licenses and permits.

D. Compare careers using educational requirements, job tasks, work environments and job availability.

III. A. Describe the importance of personal self-evaluation as it relates to career selection decision making.

B. Describe the four main components of personal assessment.

C. List resources available for Self-Assessment.

D. Compile (through sample tests and links to more tests) a profile of personal interests, values, skills, and interests.

13.2.11.B-Apply research skills in searching for a job.: CareerLinks, Internet (i.e. O-NET), Networking, Newspapers, Professional associations, Resource books (i.e. Occupational Outlook Handbook, PA Career Guide)

Human Relations

Essential Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources	Standards
I. What are responsibilities of different parties in the workplace?	I. Describe employer, employee and co-worker responsibilities.	I. A. Identify employer responsibilities.	- interdependence				
II. Why are positive relationships in the workplace beneficial?	II. Develop and describe positive working relationships with others on the job.	B. Identify employee and co-worker responsibilities.	-feedback				

III. What are different ways to resolve conflicts in the workplace?	III. Identify ways to resolve conflict.	C. Identify basic civil rights in the workplace.	-unions
IV. Why is it important to understand constructive criticism?	IV. Distinguish between positive and negative feedback; define and give examples of constructive criticism.		-employee organizations
V. What are unions and other organizations employees can belong to?	V. Compare the advantages and disadvantages of unions and other employee organizations.	II. A. Define the term "interdependence" and explain how this is important in developing positive working relationships.	-work ethic
VI. What are work ethics?	VI. Describe work ethics.	B. List your own positive personal traits.	-customer
VII. What are good customer service characteristics?	VII. Describe the importance of quality customer service.	C. List and develop a plan of action to eliminate your own negative personal traits.	-customer service
VIII. What strategies are used when you have a difficult customer?	VIII. Identify strategies to use with a difficult customer.		-team
IX. What are equity concerns to be considered in the workplace?	IX. Describe racial, ethnic, and sex equity concerns.	III. A. List problem solving steps and decision-making skills.	
X. What are problem solving techniques to be used in a workplace setting?	X. Developing problem-solving skills in the workplace.	B. Identify coping skills used to deal with different types of problems.	

XI. Why is it important to be part of a "team" or be a "team player?"

XI. Identify teams in relation to the workplace.

C. Identify ways an employee can get along with co-workers, employees, and customers.

IV. A. Define feedback.

B. List examples of positive and negative feedback you could receive at work.

C. Define constructive criticism and list steps in responding to criticism in a constructive manner.

V. A. Describe the conditions that brought about unions.

B. Explain the advantages and disadvantages of membership in a union.

C. Describe the advantages and disadvantages of other employee organizations.

VI. A. Define the "work ethic."

B. Define "work ethics."

C. Distinguish between ethical and unethical work behavior.

D. Evaluate your own commitment to the "work ethic."

E. Prepare a list of ethical standards for the performance of your job.

VII. A. Define customer.

B. Define customer service.

C. Describe the importance of quality customer service.

D. Define the guidelines for quality customer service.

VIII. A. Identify the common types of difficult customers.

B. Explain the causes of handling a difficult customer ineffectively.

C. Describe the skills needed to handle a difficult customer.

IX. A. List examples of stereotypes that affect the workplace.

B. Discuss reasons why we should not stereotype.

C. List groups that are affected by equity concerns.

X. A. Identify the five components for problem solving.

B. Describe ways to solve a problem at work.

XI. A. Describe the definition of "team."

B. Identify how a team benefits the organization.

C. Identify how a team benefits the worker.

D. Identify the characteristics of a team player.

N Health & Safety

o	Essential						
	Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources
v	I. Why are safety practices important in the workplace?	I. Describe general occupational safety practices and procedures.	I. A. Identify various causes of accidents as they relate to environmental hazards or human error.	-safety			13.2.11.E-Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Commitment, Communication, Dependability, Health/safety, Laws and regulations (that is Americans with Disabilities Act, Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets), Personal initiative, Self-advocacy, Scheduling/time management, Team building, Technical literacy, Technology
e	II. What is risk management?	II. Managing risk in the workplace.	B. Identify various accident prevention steps in relation to lifting and other basic work tasks.	-workplace violence			13.1.11.A-Relate careers to individual interests, abilities, and aptitudes.

m	III. What role does the government play?	III. Describe the role of government agencies in providing for a safe workplace.	-OSHA	13.1.11.C-Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.
b	IV. Why is it important to establish drug and alcohol policies?	IV. Describe the effect alcohol and drug abuse has on a job.	II. A. Define "workplace violence."	
e	V. Why is diversity in the workplace important?	V. Define diversity and harassment in the workplace.	B. Describe factors that put teenagers at risk for violence on the job.	
r		C. Describe prevention strategies an employer may use to reduce risk of violence in the workplace. III. A. Explain how lack of knowledge and skills can cause accidents and health hazards. B. Describe health and safety hazards that exist in the workplace. C. Explain the importance of the Occupational Safety and Health Act (OSHA). IV. A. Explain the effect of drug and alcohol abuse has on a person while they work. B. Discuss the cost drug and alcohol abuse has on businesses. C. Discuss the solution to workplace substance abuse. D. Discuss workplace Drug and Alcohol policies and testing programs. V. A. Define diversity in the broadest sense. B. Define workplace harassment. C. Describe the added value of diversity in the workplace.	-harassment	

D. Describe individuals protected by Federal Laws.

D Legal Awareness

e c e m b e r	Essential						
	Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources
	I. What are child labor laws?	I. Describe Child Labor Laws.	I. A. Evaluate regulations concerning employment certificates.	-hazardous			
	II. What is social insurance?	II. Describe the benefits provided by Social Security, Unemployment Compensation, and Workers' Compensation.	B. Identify hazardous occupations.	-regulations			
			C. Describe labor regulations that affect wages, hours, and conditions of employment.	-wages			
			II. A. Describe the benefits of Social Security.	-Social Security			
			B. Describe how Unemployment Compensation assists the unemployed.	-Unemployment Compensation			
			C. Explain how Workers' Compensation protects people.	-Workers' Compensation			
							13.2.11.E-Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Commitment, Communication, Dependability, Health/safety, Laws and regulations (that is Americans with Disabilities Act, Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets), Personal initiative, Self-advocacy, Scheduling/time management, Team building, Technical literacy, Technology

J Employment Acquisition

a n	Essential						
	Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources
	I. What is a resume used for?	I. Develop a resume.	I. A. Define resume.	-resume			
							13.2.11.C-Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: Job application, Letter of appreciation following an interview, Letter of introduction, Postsecondary education/training applications, Request for letter of recommendation, Resume

u	II. What is a letter of application or cover letter used for?	II. Prepare a letter of application.	B. Compose an accurate resume.	-cover letter	13.2.11.A-Apply effective speaking and listening skills used in a job interview.
a	III. What are the parts of an employment application?	III. Complete a job application.		-job application	13.2.11.D-Analyze, revise, and apply an individualized career portfolio to chosen career path.
r	IV. How do you perform successfully in a job interview?	IV. Practice skills needed to be successful in a job interview.	II. A. Describe the purpose of the letter of application and why they are necessary.	-interview	13.3.11.A-Evaluate personal attitudes and work habits that support career retention and advancement.
y	V. What is a portfolio?	V. Create a portfolio.	B. Explain the parts of a cover letter.	-portfolio	13.2.11.B-Apply research skills in searching for a job.: CareerLinks, Internet (i.e. O-NET), Networking, Newspapers, Professional associations, Resource books (i.e. Occupational Outlook Handbook, PA Career Guide)
	VI. What is the importance of looking good on the job?	VI. Evaluate how to look good on the job.	C. Gain important advice as to what should be included in a letter of application.	-grooming	
	VII. What are employment services available to employees?	VII. Identify state and private employment services.	D. Prepare a rough draft and a final draft of a letter of application.	-state employment agency	
	VIII. What should you know about pre-employment tests?	VIII. Prepare for pre-employment drug screening, assessment and skills tests.		-private employment agency	
			III. A. Demonstrate understanding of the parts of a job application by correctly filling out an application for employment.	-drug screening	
			B. Practice filling out the Scholarship Application for the Pennsylvania Cooperative Education Association.	-pre-employment test	

- IV. A.** Prepare for an interview.
- B.** Demonstrate appropriate behavior during an interview.
- C.** Demonstrate appropriate interview follow-up.
- D.** Seek feedback on your interview skills.
- V. A.** Explain what a portfolio is and what it is used for.
- B.** Determine what is in a good portfolio.
- C.** Make your own portfolio.
- VI. A.** Explain how good grooming habits and clothes influence your appearance and the way others see you on-the-job.
- B.** Describe the grooming habits you need to practice to stay neat and clean.
- C.** Evaluate your wardrobe and make wise clothing selections for work.
- VII. A.** List sources of job openings.
- B.** Utilize the service of a state employment agency.
- C.** Utilize the service of a private employment agency.
- VIII. A.** Understand the process of drug screening.
- B.** Understand the process of pre-employment tests.
- C.** List ways to prepare for the pre-employment test.

F Employment
Retention

e	Essential							
	Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources	Standards
b	I. How do you become a responsible employee?	I. Describe characteristics of a responsible employee.	I. A. List characteristics of a responsible employee.	-employee				13.3.11.A-Evaluate personal attitudes and work habits that support career retention and advancement.

r	II. What is an organizational structure?	II. Diagram the organizational structure of your company.	B. Describe ways you can get along with your supervisor.	-supervisor
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13.2.11.E-Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Commitment, Communication, Dependability, Health/safety, Laws and regulations (that is Americans with Disabilities Act, Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets), Personal initiative, Self-advocacy, Scheduling/time management, Team building, Technical literacy, Technology

u	III. What is an employee performance evaluation?	III. Interpret the purpose and use of a performance evaluation and complete a self-evaluation.	C. Describe ways you can get along with co-workers.	-co-worker
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a	IV. Why is it important to be familiar with your company's policies?	IV. Identify sources of employer information regarding company policies and procedures.	D. Describe ways you can get along with customers.	-customer
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r	V. What are the proper procedures when leaving a job?	V. Identify proper procedures for job termination.	E. Describe work rules for your job.	-organizational chart
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y				-performance
		II. A. Diagram the organizational chart for your place of business.		-evaluation
		B. Determine the importance of organization in business.		-self-evaluation
		III. A. Understand purpose of performance evaluation.		-policy
		B. Understand performance evaluation guides.		-termination
		C. Complete a self-evaluation sheet.		

D. Demonstrate understanding of performance evaluation process by completing short answer segment.

IV. A. Organize employee information in a useful format.

B. List responsibilities of employee.

C. Define company policy regarding employee activity on the job.

V. A. Describe the five financial obligations you might have that will require a regular paycheck.

B. Explain the correct amount of time notice that should be given when leaving a job.

C. Explain four reasons for giving notice when leaving a job.

M Communication
Development

a	Essential							
	Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources	Standards
r	I. What are the fundamental elements of communicating with co-workers?	I. Define the elements of communicating with co-workers, emphasizing appropriate group behavior on the job.	I. A. Define the term "communication."	-communication				13.2.11.E-Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Commitment, Communication, Dependability, Health/safety, Laws and regulations (that is Americans with Disabilities Act, Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets), Personal initiative, Self-advocacy, Scheduling/time management, Team building, Technical literacy, Technology
c	II. What are the basic skills needed for good communication?	II. Describe basic skills needed on the job.	B. List and define the 3 categories of human behavior research.	-human behavior research				13.3.11.A-Evaluate personal attitudes and work habits that support career retention and advancement.

h	<p>III. What do non-verbal skills indicate to others?</p> <p>IV. What are effective telephone skills?</p> <p>V. What are basic uses of computer technology?</p>	<p>III. Describe non-verbal skills.</p> <p>IV. Demonstrate effective telephone skills.</p> <p>V. Demonstrate basic uses of computer technology.</p>	<p>C. Describe "Maslow's Hierarchy of Needs" and give personal examples of its application.</p> <p>D. Provide examples of communication on the job.</p>	<p>-Maslow's Hierarchy of Needs</p> <p>-SCANS Competencies</p> <p>-Foundation Skills</p>	<p>13.2.11.B-Apply research skills in searching for a job.: CareerLinks, Internet (i.e. O-NET), Networking, Newspapers, Professional associations, Resource books (i.e. Occupational Outlook Handbook, PA Career Guide)</p>
			<p>II. A. Recognize that there are basic workplace skills that apply to almost every job.</p> <p>B. Understand that these basic workplace skills are first learned and developed in school - in the classroom and in extracurricular activities.</p> <p>C. Identify and describe the 5 SCANS Competencies.</p> <p>D. Identify and describe the 3 Foundation Skills.</p> <p>E. Evaluate personal workplace know-how utilizing SCANS Competencies and Foundations Skills.</p>	<p>-non-verbal skills</p> <p>-etiquette</p>	
			<p>III. A. Define non-verbal skills.</p> <p>B. Identify forms of non-verbal skills by reading examples and referring to the list of forms pertaining to non-verbal communication on the student information sheet.</p> <p>C. Reflect on your personal use of non-verbal skills.</p>		

IV. A. Identify the rules of telephone etiquette to be followed when answering the telephone.

B. List the elements that should be contained in a telephone message.

C. Describe the procedure for making a business telephone call.

V. A. Describe basic computer technology today.

B. Discuss ways we use computer technology on the job.

C. Use the internet to explore job opportunities.

A Consumer Skills

p	Essential							
	Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources	Standards
r	I. What are banking services?	I. Describe how to open a checking account, balance a checkbook, and apply for a loan.	I. A. Describe how to open a checking account.	-checking account				13.3.11.D-Develop a personal budget based on career choice, such as, but not limited to: Charitable contributions, Fixed/variable expenses, Gross pay, Net pay, Other income, Savings, Taxes
i	II. How do you use credit wisely?	II. Describe how to use credit wisely.	B. Demonstrate how to balance a checkbook.	-checkbook				
l	III. What are the keys to good money management?	III. Identify personal financial goals and prepare a budget.	C. Practice filling out an application to apply for a loan.	-loan				
	IV. What are taxes?	IV. Demonstrate the ability to file federal, state, and local tax forms.		-credit				
	V. What is insurance?	V. Describe types and purposes of insurance.	II. A. Explain how businesses make money through credit.	-rates				
	VI. Who can consumers protect themselves?	VI. Identify actions that can be taken for consumer protection.	B. Describe the laws that protect credit consumers.	-fees				

VII. What are different types of earnings?	VII. Types of earnings.	C. Describe how rates and fees can impact your credit account.	-budget
VIII. What are different forms of payroll deductions?	VIII. Describe forms of payroll deductions.	D. Explain the dangers of using credit carelessly.	-gross pay
IX. What are fringe benefits?	IX. Describe the various fringe benefits.		-net pay
		III. A. Define a budget or spending plan.	-deductions
		B. Develop goals and estimate cash available.	-Federal Income Tax return
		C. Maintain a daily record of cash and prepare a budget.	-automobile insurance -health insurance
		IV. A. Explain the difference between gross and net pay.	-life insurance
		B. List the deductions taken from an employee's paycheck.	-consumer
		C. Explain how to file a Federal Income Tax return.	-earned income
			-raise
		V. A. Describe the factors in buying automobile insurance.	-income tax withholding
		B. Describe the factors in buying health insurance.	-payroll deductions
		C. Describe the factors in buying life insurance.	-fringe benefits
		VI. A. Explain the importance of consumer savvy.	
		B. Describe common consumer scams.	
		C. List and describe ways to be a smart shopper.	
		D. List steps to take to solve a consumer problem.	
		VII. A. Identify criteria used to select a job.	

- B.** Describe various ways the workforce is classified.
- C.** Describe the different forms of earned income an employee can receive for doing a job.
- D.** Understand the various forms of raises employees receive.
- VIII. A.** Describe income tax withholding.
- B.** Identify the factors that determine the amounts of taxes withheld from earnings.
- C.** Identify other common payroll deductions.
- IX. A.** Describe fringe benefits available from some employers.
- B.** Determine the fringe benefits most important to you.

M Technical-
Related

a	Essential							
	Questions	Content	Knowledge and Skills	Vocabulary	Assessments	Lessons	Resources	Standards
y	I. What are occupational safety practices?	I. Identify appropriate occupational safety practices and procedures.	I. A. Determine why job safety is important.	-occupational safety practices				13.2.11.E-Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Commitment, Communication, Dependability, Health/safety, Laws and regulations (that is Americans with Disabilities Act, Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets), Personal initiative, Self-advocacy, Scheduling/time management, Team building, Technical literacy, Technology
	II. What are vocabulary words associated with your job area?	II. List and define the specific vocabulary related to your job area.	B. List causes of job accidents.	-accidents				13.1.11.A-Relate careers to individual interests, abilities, and aptitudes.

III. What are your occupational skills?	III. Identify and list your occupational skills.	C. Determine safety hazards on your job and tell how to avoid them.	-hazards	13.3.11.A-Evaluate personal attitudes and work habits that support career retention and advancement.
IV. What are your occupational requirements for your job?	IV. List the occupational requirements to maintain employment at your job site.		-occupational abilities	13.2.11.B-Apply research skills in searching for a job.: CareerLinks, Internet (i.e. O-NET), Networking, Newspapers, Professional associations, Resource books (i.e. Occupational Outlook Handbook, PA Career Guide)
V. What policies and procedures are used at your job?	V. Describe the policies and procedures used by your cooperating employer.	II. A. Identify and define various general workplace vocabulary words.	-occupational skills	
		B. Develop a vocabulary list with definition of "specific workplace terminology" directly related to a student's co-op training station.		
		III. A. Identify occupational abilities.		
		B. Identify transferable occupational skills.		
		IV. A. Conduct Internet search of current occupation.		
		B. List occupational requirements necessary for your chosen occupation.		
		C. Identify weaknesses in your occupational skills.		
		V. A. Identify your employer's policies and procedures.		
		B. Develop an employee responsibilities check list.		