

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Concept/ Essential Question	ECONOMIC SYSTEMS & BUSINESS SYSTEMS/ CAREER PLANNING	SELF- ASSESSMENT CAREER PLAN, LIFE GOALS & CAREER SELECTING PROCESS	CHANGING TRENDS AND EMPLOYMENT OPPORTUNITIES AND CAREER RESOURCES	CAREER PRESENTATION PACKAGE AND JOB INTERVIEW PROCESS	TAXES AND CREDIT/ CREDIT PURCHASES	FINANCIAL LITERACY AND MANAGING FINANCES/ BUDGETING	INTRODUCTION TO THE JOB/ JOBS AFFECTING PRODUCTIVITY/ WORK-PLACE LAWS	REGULATIONS & ROLE OF LABOR UNIONS/ CAREER SUCCESS & SUCCESSFUL EMPLOYMENT	INSURANCE/ ORIENTATION/ INTRODUCTION TO THE JOB	CONSUMER PROTECTION & REVIEW
Content Knowledge <i>What students need to know</i>	<ul style="list-style-type: none">*Questions to be answered by every economic system**Production and distribution systems*Choices*Factors affecting economic systems and employment*Sociological, economic, and technological issues*Effect of technology on the labor market and the economy*Business system*How business is organized*How business functions*How business applies financial and human resources	<ul style="list-style-type: none">*Self-assessment*career interest and personality indicator assessments*Complete career interest and personality indicator assessments*personal characteristics and learning styles with the requirements of different career clusters*effective attitudes needed for career success*importance of transferable competencies and skills*Life Goals*Decision making and planning*financial resources and personal needs*advancement opportunities and financial rewards	<ul style="list-style-type: none">*Changing trends and employment opportunities*current labor market information to employment opportunities*traditional and nontraditional career options for men and women*Advantages and disadvantages of being an entrepreneur*Alternative Types of Employment*Internet*Print Media*Nonprint Media*Networking*Mentoring**Public and Private Job Agencies*Job Fair	<ul style="list-style-type: none">*Resume*Letter of Application*Job Application*Communication Job Interview Follow Up*Job Selection*Letter of Resignation*Mock Interviews	<ul style="list-style-type: none">*role of government taxation*Tax reporting*Sources and types of credit*Establishing credit*Cost of credit*Legal aspects of different forms of credit*Product information*Alternative methods of financing a purchase using credit	<ul style="list-style-type: none">*Banking*Checking Account*Savings Plan*Various forms of investments*Personal Budget	<ul style="list-style-type: none">*Personal qualities*Interpersonal skills*Physical and mental health*Interdependent relationshipsTime Management	<ul style="list-style-type: none">*standard labor laws and regulations*hiring and employment termination practices*Overview of labor unions*Overview of professional organizations*Successful employment*Personal Qualities**Interpersonal Skills	<ul style="list-style-type: none">*Working Papers*Social Security Numbers*W-2 Forms*Citizenship*Company Orientation Procedures*Required Forms*Working Conditions	<ul style="list-style-type: none">*Legislation that regulates consumer credit and electronic credit transactions*Consumer protection legislation*sales fraud and identify remedies*assistance provided by private and public protection agencies
Skills <i>What students must be able to do</i>	<ul style="list-style-type: none">*Madame Rheu*Economic Vocabulary—create your own puzzle using vocabulary*Monopoly*Journal of Economic Issues for September*Using Occupational Outlook Handbook to study technological developments in career clusters	<ul style="list-style-type: none">*Wants and needs surveys*Skills list*Career Interest Inventory*Personality Inventory*Learning Styles Inventory*Research effective attitudes needed for career success*Discussion of Transferable skills*Setting Short-Term	<ul style="list-style-type: none">*Relate current labor market information to employment opportunities, salaries, and work characteristics*Study traditional and nontraditional career options for men and women*Recognize the trend towards a more diverse population and workforce*Analyze rising entrepreneurship	<ul style="list-style-type: none">*Compile personal qualifications that translate into employability skills* Compare and contrast resume styles, formats* Prepare a resume emphasizing the need for continuous updating of content* Meet standards for completing job application forms*Develop materials for website posting	<ul style="list-style-type: none">* explain the role of government taxation and its effect on consumers and producers* Provide examples of how individuals pay for public goods and services through taxes and fees* Analyze how taxes and tax policy affect individuals and institutions* Identify and interpret information	<ul style="list-style-type: none">* compare, contrast, and evaluate services provided by financial institutions* Manage checking account operations, both manual and electronic* Use mathematical operations to interpret and reconcile bank records* Utilize spreadsheet and financial software to maintain records	<ul style="list-style-type: none">* Recognize effects of personal health and attitude on performance* Describe the effect of attitude on retention and promotion* Investigate types of support services available to employees* Review types of interdependent relationships and cooperative behaviors of employer/employee	<ul style="list-style-type: none">*Build competence in self management and the ability to plan, organize, and take independent action* Develop leadership skills in setting goals, monitoring progress, understanding impact of decisions on others, and improving performance* Show initiative to accomplish goals* Demonstrate poise in unfamiliar	<ul style="list-style-type: none">* Complete required forms* Review company orientation procedures* Consider how work location and conditions relate to personal and/or family needs and desires* Review laws and regulations governing employees in the workplace* Review anti discrimination and	<ul style="list-style-type: none">* Identify legislation that regulates consumer credit and electronic credit transactions* Discuss consumer protection legislation* Investigate sales fraud and identify remedies* Describe assistance provided by private

	<p>*Study of different types of business ownership—creating a chart to show the difference of all</p> <p>*Advantages of Disadvantages of types of business ownerships</p> <p>*Students use phone book to find different types of business in this area</p>	<p>Goals</p> <p>*Setting Long-Term Goals</p> <p>*Recognize effective attitudes needed for career success</p> <p>*Recognize the importance of transferable competencies and skills</p> <p>*Align personal characteristics and learning styles with the requirements of different career clusters</p> <p>*Identify a career cluster based on self assessment</p> <p>*Determine academic knowledge, technical skills, and postsecondary requirements for a selected career or careers</p> <p>*Articulate how skills and abilities required in a career option relate to personal abilities</p> <p>*Identify and discuss why lifelong learning is needed</p> <p>*Investigate how to gain experience in a specific career or career cluster through both work experiences and volunteer activities</p> <p>*List tangible and intangible rewards of paid and unpaid work</p> <p>*Identify career opportunities resulting from new and emerging technologies</p> <p>*Develop a career plan related to a career cluster</p> <p>*determine goals and identify steps to achieve an identified goal</p>	<p>opportunities</p> <p>*List advantages of being an entrepreneur</p> <p>*Study entrepreneurs By doing a Power Point, Project, or Research Paper</p> <p>*Create Entrepreneur Game</p> <p>*Study alternative types of employment</p> <p>*Research employment opportunities</p> <p>*Gather information about skills assessed by state/national/private testing to certify competencies to enter the workforce</p> <p>*Maintain an organized record of your job search information/resources</p>	<p>* Discuss the importance of written documents in securing an interview</p> <p>* Prepare a letter of application and/or cover letter</p> <p>* Describe the nature and purpose of the job interview</p> <p>* Explore factors that influence employers in their choice of applicants</p> <p>* Demonstrate ability to describe personal skills to interviewers</p> <p>* Demonstrate effective strategies for meeting and greeting people</p> <p>* Identify characteristics of appropriate personal appearance for the workplace</p> <p>* Prepare a follow-up letter to the interview expressing interest in the position and appreciation for time/consideration</p> <p>* Describe criteria for evaluating job offers and deciding whether to accept or reject the offer</p> <p>* Prepare a letter of resignation</p> <p>* Discuss effective strategies for handling rejection</p> <p>* Participate in mock or actual interviews</p>	<p>contained in W-2 and W-4 forms</p> <p>* Identify the information needed to prepare income tax forms</p> <p>* Interpret tables provided by the IRS and by state and city agencies</p> <p>* Perform the necessary mathematical computations</p> <p>* Prepare EZ income tax form and 1040A income tax form</p> <p>* Submit tax forms electronically</p> <p>* Determine advantages and disadvantages of using credit</p> <p>* Select appropriate forms of credit for particular buying decisions</p> <p>* Compare and contrast the various types of credit cards</p> <p>* Analyze the cost of various credit options</p> <p>* Describe rights and responsibilities of consumers</p> <p>* Analyze relationship between credit rating and the cost of credit</p> <p>Compare and contrast advantages and disadvantages of purchasing with credit vs. cash</p> <p>* Use spreadsheet to perform mathematical calculations to supply accurate financing costs</p>	<p>* Recognize the relationship between financial planning and attaining financial goals</p> <p>* Use problem solving processes to identify and compare alternative savings methods including money market certificates and certificates of deposit</p> <p>* Use mathematical operations to calculate appropriate savings for a personal budget</p> <p>* Demonstrate use of spreadsheet software to make future projections about various possible savings plans</p> <p>* Investigate and evaluate various forms of investments</p> <p>*Developing a personal budget</p>	<p>and employee/employer</p> <p>* Recognize how interpersonal relationships can affect job satisfaction and productivity</p> <p>* Build interpersonal skills necessary for interacting with others</p> <p>Practice determining the elements of time to successfully carry out a planned activity</p> <p>* Compare and contrast the effects of efficient and inefficient time management on the completion of life tasks and workplace activities</p> <p>* Implement an effective schedule for organizing activities</p> <p>* Review standard labor laws and regulations</p> <p>* Explore hiring and employment termination practices</p>	<p>situations</p> <p>* Help others to learn a new skill by acting as a facilitator in a group activity, by providing constructive feedback/reinforcement, by recognizing and building on strengths of team members</p> <p>* Discuss advantages and disadvantages of labor unions</p> <p>* Describe the common elements of a labor contract</p> <p>* Review procedures used by labor unions and management to reach a contract agreement</p> <p>* Identify methods used by labor and management to settle disputes</p> <p>* Identify professional organizations appropriate to career options</p>	<p>sexual harassment policies</p> <p>* Evaluate benefit packages that are commonly provided</p> <p>* Review company structure including chain of command and organizational chart</p> <p>* Determine risk, risk tolerance, and loss prevention</p> <p>* Examine types of insurance associated with different types of risk</p> <p>* Understand consequences of not carrying insurance</p> <p>*</p>	<p>and public protection agencies</p> <p>* Compare and contrast consumer protection in e-commerce</p>
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Assessment <i>Evidence of learning</i>	*Economic Quiz *Business Ownership Quiz *Madame Rheu Essay *Journal of Economic Conditions *Area listing of types of businesses	*Participation of Inventories *Analysis of Inventories *Understanding Self – Power Point Presentation *Goals	*Quiz on traditional and non-traditional careers for both men and women *Entrepreneur Project *Entrepreneur Game *Participation of pre-testing employment tests	*Resume *Letter of Application *Portfolio *Job Application *Strengths & Weaknesses Summary *Follow Up Letter *Letter of Resignation *Interview Questions *Mock Interviews *Power Point Presentation on Tips for Getting a Job	*W-2 Forms *W-2 Forms *Taxes and Credit Quiz *Taxes and Credit Purchases Quiz *Table of different forms of credit *Consumer Reports Analysis of a Product *Worksheet involved alternative methods of financing a purchase using credit	*Bank Statements *Deposit Slips *Checks *Withdrawal Slips *Reconciliation Forms *Investment Notes *Quiz on Financial Literacy and Managing *Budget Worksheet	*Time Log *Power Management Time Management Tips *Career Research outlines and forms *Cooperative Learning Groups *Stress Quiz *Dealing With Changes *Personality and working together (JoHari Window)	*Complete written Labor Contracts *Vocabulary words deal with labor unions *Successful Career Power Point Presentation *Quiz on Regulations and Role of Labor Unions *Speech written on career success and successful employment *Interview of a work on a job *listing of successful characteristics to be a good worker	*Cooperative Learning – Writing an Office Manual *Can You Believe Worksheet *How Well Are You Covered? – Assignment 6.1 *My Family Insurance Plan – Assignment 6.2 *Action Steps – The car of your dreams	*Consumer Protection Vocabulary *Consumer Protection Worksheet *Consumer Protection Quiz *Consume Protection Case Study *Consumer Reports Study *Log of Fraud Review Assignments
Resources Text	Textbook: Working & BA/BCA text. Phone book and internet. Occupational Outlook Handbook	Textbook: Working— Learning Inventories	Textbook: Working— & Workforce 2000 Entrepreneur Biographies from the Library	How to Find and Apply for a Job Application Internet	Tax Forms Working Citizen Tax Packet Credit Rating Film	NEFE High School Financial Planning Program	Time Management from Working Citizen Workbook Movie – Wild Hearts Can't Be Broken Movie – Remember the Titans	Labor Unions from Working and Working Citizen	NEFE High School Financial Planning Program	Working Citizen Working