Vocational

Vocational 9-12	Unit 1: Employability Skills		Suggested Length: 3 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and <u>Assessment</u> Student will:
	Program of Studies		
1. What jobs and careers are available to meet individual and societal needs locally, regionally, and nationally?	 Research and analyze career opportunities in business and marketing and the relationship of education, employment, and wages; identify and describe good job search techniques; and prepare the necessary job application tools. Apply math and communication skills within the technical content. Demonstrate employability and social skills 		
2. What factors and special skills need to be considered when selecting and preparing for employment or career paths for future success?	component of course content and leadership development.		
3. What positive and negative work habits impact success?	□ PL-HS-4.1.01 Students will analyze and evaluate why people need to work and how a person's career choice impacts life long earning potential, career opportunities, and job satisfaction.	□ Career/Job opportunities □ Job Market □ Career	 View videos on various career clusters. Participate in site visits to various places of business/industry or career fairs. Explain why human resources are a vital economic force. Identify types of industries and occupational groups in
4. What special skills are needed as post-secondary opportunities are			our work force. Examine five factors that affect job opportunities. Determine how the workplace is changing. Invite guest speakers to discuss various career opportunities, job benefits, training needed, etc.
investigated?	□ PL-HS-4.1.03 Students will describe academic and non-academic benefits (e.g., communication skills, computer/technical skills, mathematical skills, scientific observation and inquiry skills, teamwork	 □ Service-Producing Industry □ Goods-Producing Industry □ Career Planning 	 Review individual student ILP's (Individual Learning Plans) and Career Inventory from 8th grade, working with guidance counselor. Take a personality assessment and values inventory and

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Vocational

Vocational 9-12	Unit 1: Employability Skills		Suggested Length: 3 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and <u>Assessment</u> Student will:
	skills, work experience, professional references, insight into tasks and work environments) acquired from a range of education and training options (e.g., college, apprenticeships, internships, onthe-job training, military) and interpret ways education and training can impact life-long earning potential and future career opportunities. DOK 3	□ Short- and long-term career goals □ Occupation □ Initiative □ Punctuality □ Cooperation □ Respect	relate results to career majors.
	PL-HS-4.1.04 Students will analyze information (e.g., personality, values, interests, aptitudes and abilities, learning styles) from a variety of sources (e.g., Career Interest Inventory, Learning Styles Inventory, Career Aptitude Assessment, other formal assessments, job shadowing, academic experiences/grades, extra curricular activities) and explain how the information can be used to develop career goals in an Individual Learning Plan (ILP). DOK 3		 Develop a personal profile based on information learned in subunit. Invite guest speaker from a Human Resources Department to speak to the class. Continue to collect work samples throughout high school to place in their career portfolio, which will be filed with their ILP.
	□ PL-HS-4.2.02 Students will describe team skills (e.g., setting goals, listening, following directions, questioning, communicating, problem-solving, dividing work, conflict resolution, mediation) and evaluate the role of team skills in today's workplace. DOK 3	□ Communication skills □ Conflict resolution □ Mediation skills □ Career portfolio □ Resume □ Reference letters □ Work samples □ Certifications of training □ Letter of application	 □ Discuss values, aptitudes and abilities as related to career interest inventory. □ Organize a Career Portfolio □ Peer mediation tem to discuss using mediation/skills to assist with conflict resolution □ Prepare a completed career portfolio: □ Personal Profile □ Career Profile □ Career Journal □ Resume □ Cover Letter □ Job Application □ Letter of Recommendation/Reference □ Job Interview Information

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Vocational

Vocational 9-12	Unit 1: Employability Skills		Suggested Length: 3 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and <u>Assessment</u> Student will:
	 □ PL-HS-4.2.01 Students will identify individual work habits/ethics (e.g., individual/team responsibilities, willingness to learn, integrity, respect, confidentiality, self-discipline, problem-solving, punctuality, communication skills) and explain their importance in the workplace. DOK 2 □ PL-HS-4.3.03 Students will explain and apply skills that are used to seek, obtain, and change jobs/careers and postsecondary opportunities: □ Conducting a job search □ Writing letters □ Networking □ Completing an application □ Securing a letter of reference □ Preparing a résumé □ Applying interview techniques (e.g., learn about employer/job, questions to ask, materials to take, answers to questions you may be asked, verbal and nonverbal communication) □ Using proper procedures when changing jobs (e.g., give advance notice, write a letter of resignation) □ DOK 3 	□ Personality □ Values □ Aptitudes/Abilities □ Post-secondary □ Mobility □ Tentative Career Decision □ Positive attitude	□ Participate in mock interview. □ Higher Order Thinking Assessment
Vocational 9-12	Unit 2: Financial Literacy		Suggested Length: 2 weeks

Vocational 9-12	Unit 2: Financial Literacy		Suggested Length: 2 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and Assessment
			Student will:
	Core Content		
1. What are	☐ PL -HS -3.2.01 Students will apply	□ Consumers	□ Use

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Vocational

Vocational 9-12	Unit 2: Financial Literacy			Sug	ggested Length: 2 weeks
Essential Questions	Program of Studies and Core Content	K	Ley Terms and Vocabulary	_	Classroom Instruction and Assessment
				Stu	udent will:
effective	financial management practices, including		Short term goals		www.nefe.org/hsfpportal/includes/main/home.asp?page
financial	budgeting, banking (e.g., check writing,		Long term goals		=2100 to teach Financial Planning (unit 1) Budget, (Unit
management	balancing a checking account) savings and		Budget		3), Savings & Investments (Unit 4) and Credit (Unit 5)
practices?	investments, (e.g., advantages and		Checking account		DOK 3
	disadvantages of savings accounts, stocks,		Savings account		"Go for the Goals" Activity – Write three goals and
	bonds, mutual funds, certificates of deposit,		Investments		evaluate them using a rubric (Unit 1)
	IRAs, 401Ks) and credit (e.g., responsible		Debit card		http://www.nefe.org/hsfpportal/files/2189 All%20Learn
	use of debit cards and credit cards,		Credit card		%20By%20Doing%20Lesson%Plans.pdf DOK 3
	establishing and maintaining good credit,		Bankruptcy		"A Fork in the Road" Activity – Students will learn
	cause and effect of bankruptcy), and				where their budget choices will lead them by evaluation
	explain their importance in achieving short				and calculating budget choices. (Unit 3)
	and long-term financial goals. DOK 3				http://www.nefe.org/hsfpportal/files/23560 All%20Lear
					n%20By%20Doing%20Lesson%Plans.pdf DOK 3
					"Investment Investigators" Activity – Students will
					review the different types of investments.
					http://www.nefe.org/hsfpportal/files/24590 All%20Lear
					n%20By%20Doing%20Lesson%Plans.pdf DOK 3
					"Let's Break Down a Deal" Activity – Students evaluate
					credit offers.
					http://www.nefe.org/hsfpportal/files/25560_All%20Lear
					n%20By%20Doing%20Lesson%Plans.pdf DOK 3
					Multiple choice/Open response test DOK 3
					Financial Management Brochure - Create a bi-fold
					brochure evaluating the different types of financial
					management practices. DOK 3

Vocational 9-12	Unit 3: Careers		Suggested Length: 3 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and Assessment
			Student will:
	Program of Studies		
1. Why do people work?	 2.37 Demonstrate employability and social skills relevant to career cluster. Analyze careers in Family and Consumer 		 □ Chapter 38 The World of Work □ Text: Skills for Life (page 508) □ Read Chapter, Define Words to Know, Answer Do You
2. What programs do employers provide to	Sciences.		Remember, and Answer Critical Thinking. (Comprehension) Open Response: Lifestyle Open Response Investigate

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Vocational

Vocational 9-12	Unit 3: Careers		Suggested Length: 3 weeks
Essential Questions workers to improve their quality of life? 3. What characteristics and skills are employers looking for when hiring workers? 4. How do your personal qualities affect your success on the job?	Program of Studies and Core Content Core Content PL-HS-4.3.01 Students will describe how job market changes have resulted from scientific advancements and the increased use of technology in the global economy.	Career Flex-place Volunteer work Technology Aptitude Cluster Transferable skill Work permit Short/long term goals Abilities Post-secondary opportunities Certification Work samples	Classroom Instruction and Assessment Student will: the fringe benefits provided from local businesses and companies where their parents work. Open Response: Benefit Package Open Response Read chapter, Answer Do You Remember, Define Chapter Terms, and Critical Thinking Ch. 39 The Skills Employers Want Text: Skills for Life page 521 Aptitude tests to cover the following areas: Business Clerical Logic Mechanical Social Numerical
	PL-HS-4.1.03 Students will describe academic and non-academic benefits (e.g., communication skills, computer/technical skills, mathematical skills, scientific observation and inquiry skills, teamwork skills, work experience, professional references, insight into tasks and work environments) acquired from a range of education and training options (e.g., college, apprenticeships, internships, onthe-job training, military) and interpret ways education and training can impact	 □ Certification of training □ Job sharing □ Occupation □ Entry-level job □ Interest □ Job benefits □ Communication skills 	 Read Steps to Success (pg. 516) Living a Lifestyle that will Satisfy You. Guest speaker to discuss team building skills and work habits. Students to prepare varied questions. Open Response-Guest Speaker Student prepared presentation of Career Project. Practice performing career searches on the Internet. View videos on various career clusters. Participate in site visits to various places of business/industry. Participate in Career Fairs at Maysville Community

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Vocational

Vocational 9-12	Unit 3: Careers		Suggested Length: 3 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and <u>Assessment</u> Student will:
	□ PL-HS-4.2.01 Students will identify individual work habits/ethics (e.g., individual/team responsibilities, willingness to learn, integrity, respect, confidentiality, self-discipline, problem-solving, punctuality, communication skills) and explain their importance in the workplace. DOK 2	□ Flextime □ Fringe benefit □ Lifestyle □ Work family □ Attitude □ Employee □ Employer □ Personality □ Values □ Initiative □ Punctuality □ Respect □ Time management	College and through the Northern Kentucky Tech Prep Consortium. Prepare students for competitive events in FCCLA. Review individual student ILP's (Individual Learning Plans) and Career Inventory from 8th grade, working with guidance counselor. Work on ILP folders to narrow career majors to three (3). Take a short personality assessment and relate results to career majors. Discuss values, aptitudes and abilities as related to career interest inventory. Tour Maysville Community and Technical College. Invite guest speakers to discuss various career opportunities, job benefits, training needed, etc. Prepare students for competitive events in FCCLA. Invite guest speaker from a Human Resources Department at a major company to speak to the class. View video concerning job success. Continue to collect work samples throughout high school to place in their career portfolio, which will be filed with their ILP.
	□ PL-HS-4.3.02 Students will explain the	□ Job	□ Mock Job Interview

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Vocational

Vocational 9-12	Unit 3: Careers		Suggested Length: 3 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and <u>Assessment</u> Student will:
	purposes of technology tools (e.g., satellite, automated phone systems, on-line courses, computer aided drafting (CAD), graphing calculators, spreadsheets, data bases, Internet, on-line-banking) and analyze how these impact productivity in homes, schools, and jobs. DOK 3 PL-HS-4.2.02 Students will describe team skills (e.g., setting goals, listening, following directions, questioning, communicating, problem-solving, dividing work, conflict resolution, mediation) and evaluate the role of team skills in today's workplace. DOK 3	□ Basic skill □ System □ Thinking skills □ Workplace know how □ Application form □ Interview □ Resume □ Shadowing □ Academic skills work experience □ Conflict resolution □ Mediation skills □ Positive attitude □ Cooperation □ Career portfolio □ Resume □ Reference letters □ Cover letter □ Interview □ Follow up letter □ Letter of resignation	 Ch. 40 Exploring Careers Text: Skills for Life page 537 Read Chapter, Define Chapter Terms, Answer Do You Remember and Critical Thinking Questions. Career Investigation/Career Profile using the occupational Outlook Handbook and the Internet to do research. Library. Career Portfolio Cover Page Career Profile Plan Your Next Step Job application Resume Mock Interview Evaluation Rubric Cover Letter Thank You Letter Letter of Reference Letter of Resignation Divide into groups to role-play various situations in the workplace. Prepare a completed career portfolio, which may be used throughout high school in all classes as well as in acquiring a part-time job or summer employment. Participate in mock interview with various people.
	PL-HS-4.1.01 Students will analyze and evaluate why people need to work and how a person's career choice impacts life long earning potential, career opportunities, and job satisfaction.		
	□ PL-HS-4.1.02 Students will identify and		

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Vocational 9-12	Unit 3: Careers		Suggested Length: 3 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and <u>Assessment</u> Student will:
	explain how job and career opportunities vary at the local, state, and national levels and how components of the Individual Learning Plan (ILP) (e.g., interest inventories, personality test, community service, résumé, awards/recognition) can be a valuable resource for career research, selection, and preparation.		
	□ PL-HS-4.1.07 Students will compare post- secondary options (e.g., community technical colleges, 4-year colleges, military service) that would be the most appropriate preparation for a specific career path.		
	□ PL-HS-4.3.03 Students will explain and apply skills that are used to seek, obtain, and change jobs/careers and postsecondary opportunities: □ Conducting a job search □ Writing letters □ Networking □ Completing an application □ Securing a letter of reference □ Preparing a résumé □ Applying interview techniques (e.g., learn about employer/job, questions to ask, materials to take, answers to questions you may be asked, verbal and nonverbal communication) □ Using proper procedures when changing jobs (e.g., give advance notice, write a letter of resignation). DOK 3		
	□ PL-HS-4.1.05 Students will analyze and evaluate a variety of resources (e.g., Internet, print materials, guest speakers, mentors) that		

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Vocational

Vocational 9-12	Unit 3: Careers		Suggested Length: 3 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and Assessment
			Student will:
	could be used to determine advantages and		
	disadvantages (e.g., preparation, salary,		
	benefits, demands of job, location, work		
	environment) of various occupations.		

Vocational 9-12	Unit 4: Consumers in the Economy		Suggested Length: 4 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and <u>Assessment</u> Student will:
	Core Content		
 What is an informed consumer? How can a consumer make wise purchases and be an efficient consumer? 	□ PL-HS-3.1.03 Students will explain why various factors that influence consumer decisions, such as peer pressure, desire for status, and advertising techniques (jingles/slogans, facts and figures, glittering generalities, endorsement, testimonial, bandwagon, snob appeal, emotional appeal, free gifts/rewards) are influential. DOK 2	□ Consumer □ Grade □ Label □ Opportunity cost □ Consumer movement □ Fraud □ Trade associations □ Guarantee □ Express warranties □ Implied warranties C	 □ List chapter key terms and define □ Outline/summarize chapter 17 □ Review Your Reading Questions (pg. 278) (knowledge/comprehension level) □ Using Business Knowledge Questions (pg. 278-279) (application/analysis level) □ Cooperative learning group—Newspaper and magazines with consumer advertisements will be categorized between informative, misleading, or incomplete. (pg. 271)
3. What are consumer rights and responsibilities?			 Cooperative learning group—Summarize advertisement Chapter Quiz Business Journal Environmental Perspective (pg. 275) Read/Analyze Making Decisions situation (pg. 281) List chapter key terms and define Outline/summarize chapter 19 Review Your Reading Questions (pg. 310) (knowledge/comprehension level)
	□ PL-HS-3.1.01 Students will explain ways to make responsible buying decisions in relation to wants (e.g., technology, name-brand clothing, jewelry, electronics) and needs (food, clothing, housing).	 □ Comparison shopping □ Unit price □ Promotional sales □ Clearance sales □ Brand name □ Full-service stores □ Discount stores 	 □ List chapter key terms and define □ Outline/summarize chapter 18 □ Review Your Reading Questions (pg. 296) (knowledge/comprehension level) □ Using Business Knowledge Questions (pg. 296) (application/analysis level) □ Chapter Quiz

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Vocational

Vocational 9-12	Unit 4: Consumers in the Economy		Suggested Length: 4 weeks
Essential Questions	Program of Studies and Core Content	Key Terms and Vocabulary	Classroom Instruction and <u>Assessment</u> Student will:
	□ PL-HS-3.1.02 Students will compare products and services based on these factors (e.g., price, quality, features, availability, warranties, comparison shopping) to consider when making consumer decisions. DOK 2	□ Specialty stores □ Factory outlet stores □ Supermarket □ Warehouse market □ Convenience stores □ Impulse buying □ Price index □ Consumer Price Index	 □ Business Journal— □ Global Perspective (pg. 289) □ Read/Analyze Making Decisions situation □ (p. 298) □ Complete a practice open response and assess student answer with rubric.
	PL-HS-3.2.01 Students will apply financial management practices, including budgeting, banking (e.g., check writing, balancing a checking account), savings and investments (e.g., advantages and disadvantages of savings accounts, stocks, bonds, mutual funds, certificates of deposit, IRAs, 401Ks), and credit (e.g., responsible use of debit and credit cards, establishing and maintaining good credit, cause and effect of bankruptcy), and explain their importance in achieving short and long-term financial goals. DOK 3	□ Checking accounts □ Saving accounts □ Stocks □ Bonds □ Mutual funds □ Certificate of deposit □ Credit	 Using Business Knowledge Questions (pg. 311) (application/analysis level) Individual Project—Speech on "My Rights and Responsibilities as a Consumer" (pg. 302) Individual Project—Each student presents "My Rights and Responsibilities as a Consumer" Speech Cooperative learning group—Each group will develop an advertising campaign to recruit students into class. Groups must choose which media to use and write a script for the advertisement. Cooperative learning projectAdvertisement Chapter Quiz Business Journal— Legal Perspective (pg. 304) Read/Analyze Making Decisions situation (p 314) Identify an article on a concept from each chapter in the Unit to include in Articles Project. Unit Review with Stand-up Quiz Unit Assessment: Written Test (MC, TF) Open Response Analyze a set of job titles commonly found in this unit area and answer critical thinking questions and compose a Career Focus Report (pg. 315)

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