

Course Title: Futures III

Board Approval Date: 02/15/16

Hours: .5 credit

Course Description:

This course focuses on mastery of the PA Academic Standards for Career Education and Work, as well as Business, Computer and Information Technology. Futures III expands on the content of both Futures I and Futures II. Students will continue to investigate management and goal setting. They will explore the qualities of a model employee, the steps necessary to prepare for their future, financial planning, and resume and interview techniques. Career and college research will continue, and job shadowing a career in their chosen pathway is required. Students will use Microsoft Access to create and edit databases, as well as create and apply queries and filters.

***This course helps to fulfill the scope and sequence of Central Columbia courses in the PDE Approved Career and Technical Education program: Accounting.

Learning Activities / Modes of Assessment:

Large group instruction	Tests and Quizzes
Checklists / Teacher Observation	Small group work
Projects with Rubrics	Hands-on computer Projects
Writing Assignments	

Instructional Resources:

School to Career (Goodheart-Willcox Co., Inc., 2012)
From School to Work (Goodheart-Willcox Co., Inc., 2009)
From School to Work student workbook (Goodheart-Willcox Co., Inc., 2009)
The Stock Market Game
Instructional Videos on Time Management, Workplace Interaction, Career/College Preparation, Personal/Career Goals, and Money Management

Course Pacing Guide

Course: **Futures III**

Course Unit (Topic)

Length of Instruction (Days/Periods)

1. Who You Are – Career Development

21 days

2. What You Want – Personal Finance

46 days

3. Where You Are Going and How Will You Get There

21 days

4. Databases - Microsoft Access

12 days

DAYS TOTAL

90 Days

Topic: 1 - Who You Are - Career Development

Subject(s): Other

Days: 21

Grade(s): 11th

Know:	Understand:	Do:
<p><u>Time Management Skills</u></p> <p>Ownership, Burnout, Procrastination, Support System, Leisure Time, Multitasking, Stress Management</p> <p><u>Workplace Interaction</u></p> <p>Teamwork, Problem-Solving, Group Dynamics, Active Listening, Conflict Resolution. Human Relations, Ethics. Identity, Lifestyle, Self-Advocacy</p>	<p>Components of a fulfilling career.</p>	<p>13.3.E – Important Evaluate time management strategies.</p> <p>13.3.C – Compact Evaluate conflict resolution skills as they relate to the workplace: constructive criticism, group dynamics, and Problem solving.</p> <p>13.3.A – Compact Evaluate personal attitudes and work habits that support career retention and advancement.</p> <p>13.3.B – Compact Evaluate team member roles to describe and illustrate active listening techniques: Clarifying, Encouraging, Reflecting, Restating and Summarizing.</p> <p>15.2.12.A. – Unranked Analyze personal characteristics, talents, skills, abilities and career assessment results as related to career pathways, clusters, or occupations. Reference Career Education and Work 13.1.11.A - B</p> <p>15.2.12.D. – Unranked Analyze job tasks and responsibilities when working in a virtual versus a traditional work environment.</p> <p>15.2.12.L. – Unranked Analyze how personal qualities and behavior apply in the workplace.</p> <p>15.2.12.M. – Unranked Evaluate the impact of workplace expectations on job performance. Reference Career Education and Work 13.3.12.A - B</p> <p>15.2.12.O. – Unranked Formulate and demonstrate strategies for working with diverse populations.</p> <p>15.2.12.P. – Unranked Evaluate conflicts within the workplace and demonstrate procedures to acquire a positive resolution. Reference Career Education and Work 13.3.12.C</p>

Topic: 1 - Who You Are - Career Development

Subject(s): Other

Days: 21

Grade(s): 11th

Know:

Understand:

Do:

15.2.12.Q. – Unranked

Evaluate the impact of change, work/life balance, and lifelong learning on one's life. Reference Career Education and Work 13.3.12.F

15.3.12.J. – Unranked

Apply strategies to overcome barriers to active listening.

15.3.12.N. – Unranked

Demonstrate appropriate work ethic in the workplace, community, and classroom.

15.3.12.X. – Unranked

Identify the diversity within a work group and the strategies for effective communication.

Topic: 1 - Who You Are - Career Development

Subject(s): Other

Days: 21

Grade(s): 11th

Which standards are students learning in this unit?

13.3.E – Important

Evaluate time management strategies and their application to both personal and work situations.

13.3.C – Compact

Evaluate conflict resolution skills as they relate to the workplace: Constructive criticism, Group dynamics, Managing/ leadership, Mediation, Negotiation and Problem solving.

13.3.A – Compact

Evaluate personal attitudes and work habits that support career retention and advancement.

13.3.B – Compact

Evaluate team member roles to describe and illustrate active listening techniques: Clarifying, Encouraging, Reflecting, Restating and Summarizing.

15.2.12.A. – Unranked

Analyze personal characteristics, talents, skills, abilities and career assessment results as related to career pathways, clusters, or occupations. Reference Career Education and Work 13.1.11.A - B

15.2.12.D. – Unranked

Analyze job tasks and responsibilities when working in a virtual versus a traditional work environment.

15.2.12.L. – Unranked

Analyze how personal qualities and behavior apply in the workplace.

15.2.12.M. – Unranked

Evaluate the impact of workplace expectations on job performance. Reference Career Education and Work 13.3.12.A - B

15.2.12.O. – Unranked

Formulate and demonstrate strategies for working with diverse populations.

15.2.12.P. – Unranked

Evaluate conflicts within the workplace and demonstrate procedures to acquire a positive resolution. Reference Career Education and Work 13.3.12.C

15.2.12.Q. – Unranked

Evaluate the impact of change, work/life balance, and lifelong learning on one's life. Reference Career Education and Work 13.3.12.F

15.3.12.J. – Unranked

Apply strategies to overcome barriers to active listening.

15.3.12.N. – Unranked

Demonstrate appropriate work ethic in the workplace, community, and classroom.

Topic: 1 - Who You Are - Career Development

Subject(s): Other

Days: 21

Grade(s): 11th

15.3.12.X. – Unranked

Identify the diversity within a work group and the strategies for effective communication.

Topic: 2 - What You Want - Personal Finance

Days: 46

Subject(s): Other

Grade(s): 11th

Know:	Understand:	Do:
<p><u>Career/College Prep</u></p> <p>Job Shadowing, Internship, College Application, Interview, Appearance, Attitude, Verbal Communication, No-Verbal Communication, Listening, Hearing, Attitude, Transferrable Skills.</p> <p><u>Personal/Career Goals</u></p> <p>Short Term Goals, Long Term Goals, Personal Goals, Career Goals</p> <p><u>Money Management</u></p> <p>Budget, Income, Emergency Fund, Fixed Expense, Flexible Expense, consumers, Goods, Services, Warranty, Limited Warranty, Service Contract</p> <p><u>Stock Market</u></p> <p>Earnings, Bull, Bear, Common, Preferred, Invest, Dividend, Parent Company, Portfolio, NASDAQ, NYSE, AMEX, IPO, Market, Ticker Symbol</p>	<p>Career/college preparation will help me plan for my future.</p>	<p>13.1.H – Essential Review personal high school plan against current personal career goals and select postsecondary opportunities based upon personal career interests.</p> <p>13.1.D – Important Evaluate school-based opportunities for career awareness/preparation.</p> <p>13.1.F – Essential Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to: Associate degree, Baccalaureate degree, Certificate/licensure, Entrepreneurship, Immediate part/full time employment, Industry training, Military training, Professional degree, Registered apprenticeship, Tech Prep and Vocational rehabilitation centers.</p> <p>13.1.G – Compact Assess the implementation of the individualized career plan through the ongoing development of the career portfolio.</p> <p>15.2.12.F. – Unranked Evaluate various methods for financing a post-secondary education.</p> <p>15.2.12.G. – Unranked Analyze and complete an application (e.g., job, scholarship, financial aid, postsecondary) in a focused and effective manner.</p> <p>15.2.12.H. – Unranked Demonstrate appropriate behavior for an interview.</p> <p>15.2.12.K. – Unranked Apply networking skills as a resource for further career portfolio development and career opportunities.</p> <p>15.3.12.E – Unranked Evaluate chosen print and electronic resources for advanced research. Reference English Language Arts CC.1.4.11-12.U</p>

Topic: 2 - What You Want - Personal Finance

Subject(s): Other

Days: 46

Grade(s): 11th

Know:

Understand:

Do:

15.3.12.F. – Unranked

Evaluate a speaker’s reasoning and intent; ask questions to deepen understanding. (individual, team, employment, and business). Reference English Language Arts CC.1.5.11-12.G. CC.1.5.11-12.C

15.6.12.S. – Unranked

Analyze the role of government in investment planning and retirement planning.

Topic: 2 - What You Want - Personal Finance

Subject(s): Other

Days: 46

Grade(s): 11th

Which standards are students learning in this unit?

13.1.H – Essential

Review personal high school plan against current personal career goals and select postsecondary opportunities based upon personal career interests.

13.1.D – Important

Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to: Career days, Career portfolio, Community service, Cooperative education, Graduation/senior project, Internship, Job shadowing, Part-time employment, Registered apprenticeship and School-based enterprise.

6.2.12.B. – Unranked

Analyze the effect of changes in the level of competition in different markets.

13.1.F – Essential

Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to: Associate degree, Baccalaureate degree, Certificate/licensure, Entrepreneurship, Immediate part/full time employment, Industry training, Military training, Professional degree, Registered apprenticeship, Tech Prep and Vocational rehabilitation centers.

13.1.G – Compact

Assess the implementation of the individualized career plan through the ongoing development of the career portfolio.

15.2.12.F. – Unranked

Evaluate various methods for financing a post-secondary education.

15.2.12.G. – Unranked

Analyze and complete an application (e.g., job, scholarship, financial aid, postsecondary) in a focused and effective manner.

15.2.12.H. – Unranked

Demonstrate appropriate behavior for an interview.

15.2.12.K. – Unranked

Apply networking skills as a resource for further career portfolio development and career opportunities.

15.3.12.E – Unranked

Evaluate chosen print and electronic resources for advanced research. Reference English Language Arts CC. 1.4.11-12.U

15.3.12.F. – Unranked

Evaluate a speaker's reasoning and intent; ask questions to deepen understanding. (individual, team, employment, and business). Reference English Language Arts CC.1.5.11-12.G. CC.1.5.11-12.C

15.6.12.S. – Unranked

Analyze the role of government in investment planning and retirement planning.

Topic: 3 - Where Are You Going and How Will You Get There

Days: 21

Subject(s): Other

Grade(s): 11th

Know:

Understand:

Do:

1 - Career Acquisition

- Resume
- Cover Letter
- Letter of Appreciation
- Recommendations
- Mailing Procedures
- Interview Skills



Steps involved for successful career planning.

13.2.A – Compact

Apply effective speaking and listening skills used in a job interview.

13.2.C – Essential

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 and Resume.

15.3.12.K. – Unranked

Apply strategies to overcome barriers to active listening.

15.3.12.M. – Unranked

Critique etiquette skills for building and maintaining a professional image.

15.3.12.S. – Unranked

Evaluate electronic communication options based on need.

Topic: 3 - Where Are You Going and How Will You Get There

Subject(s): Other

Days: 21

Grade(s): 11th

Which standards are students learning in this unit?

13.2.A – Unranked

Apply effective speaking and listening skills used in a job interview.

13.2.C – Unranked

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 and Resume.

13.4.B – Unranked

Analyze entrepreneurship as it relates to personal character traits.

13.4.A – Unranked

Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.

13.2.A – Compact

Apply effective speaking and listening skills used in a job interview.

13.2.C – Essential

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 and Resume.

15.3.12.K. – Unranked

Apply strategies to overcome barriers to active listening.

15.3.12.M. – Unranked

Critique etiquette skills for building and maintaining a professional image.

15.3.12.S. – Unranked

Evaluate electronic communication options based on need.

Curriculum: CCSD Curriculum
 Course: Futures 3

Date: February 15, 2016
 Days: 12

Know	Understand	Do
Create and Edit Databases: <ul style="list-style-type: none"> • Field • Record • Table • Alphanumeric data • AutoNumber • Data type • Design grid • Datasheet view • Design view • Field properties • Format properties • Primary key 	Strategies used to create and edit databases in Access	3.7.10.C – Essential * Apply basic computer operations and concepts 3.7.10.D - Essential * Utilize computer software to solve specific problems 3.7.12.E – Compact * Assess the effectiveness of computer communication systems
Queries and Filter: <ul style="list-style-type: none"> • Query • Filter 		Classification of Instructional Program (CIP) Task Numbers: 807, 808, 809, 810