



HOMEWOOD-FLOSSMOOR HIGH SCHOOL COURSE SCOPE & SEQUENCE



Semester 1 '10 – '11 Department: Applied Academics Course: Career Internship Instructor(s): C. Alexander
 This course is aligned to: **College Readiness Standards and/or College Board Standards** Other:

*The Homewood-Flossmoor High School Course Scope & Sequence provides parents and students with a semester-long overview of each class that we offer. **An instructor may alter a course's scope & sequence as needed.** Students are responsible for keeping track of due dates and other pertinent course information in their H-F Student Planners. Parents, please contact your child's teacher by telephone or e-mail to clarify any questions you may have about the scope & sequence of a particular course.*

WEEK	COLLEGE READINESS AND/OR COLLEGE BOARD CONTENT STANDARDS	INSTRUCTIONAL CONTENT	ACTIVITIES, READINGS, LABS, AND/OR ASSIGNMENTS	MAJOR ASSESSMENTS	OTHER
WEEK #1 8/16 – 8/20 No school: 8/16 & 8/17	S2.2	<ul style="list-style-type: none"> Introduction to Course 	Workbook Activities: <ul style="list-style-type: none"> <i>Getting to Know Your Classmates Activity A</i> 		<ul style="list-style-type: none"> Paperwork: <ul style="list-style-type: none"> Job Journals Employment Record Quarter Report Training Agreement Data Card
WEEK #2 8/23 – 8/27	Business, Marketing, and Computer Ed. Standards Standard 1 Standard 3 1A.	<i>Chapter 1 Making the Transition from School to Work</i> <ul style="list-style-type: none"> Exploring the World of Work Opportunities to Learn on the Job 	<ul style="list-style-type: none"> <i>Candidates for Work-based Education Activity B</i> <i>The School to Work Experience Activity C</i> 		In Class Activities: <ul style="list-style-type: none"> <i>Earn while You Learn</i> poster



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	1D.2B.3O.3Q, College Readiness R2.1 S2.2	<ul style="list-style-type: none"> ▪ Benefits of Learning on the Job <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Explain how a work-based learning program is organized ▪ List the purpose and types of work-based learning programs available ▪ Describe the benefits of the work-based learning programs for students and employers 	<ul style="list-style-type: none"> ▪ <i>The Benefits of School-to-Work Programs</i> ▪ <i>Activity D</i> 		
WEEK #3 8/30 – 9/3 PLC day: 9/3	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3B 3F College Readiness R2.1 W 2.2 S2.2 L3.2	<p>Chapter 2 Understanding Work-Based Learning</p> <ul style="list-style-type: none"> ▪ Know the Law Fair Labor Practices Safe Labor Practices <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Summarize the effects of the Fair Labor Standards Act on workers 	<p>Workbook Activities:</p> <ul style="list-style-type: none"> ▪ <i>Know the Law</i> ▪ <i>Activity D</i> 		<p>In-Class Activities:</p> <ul style="list-style-type: none"> ▪ Minimum Wage Debate ▪ Budgeting on Minimum Wage exercise ▪ Workplace Discrimination scenarios
WEEK #4 9/6 – 9/10 No school:	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D	<p>Chapter 3 What Your Employer Expects</p> <ul style="list-style-type: none"> ▪ Personal Qualities as Workplace Foundation Elements ▪ Personal Qualities 	<p>Workbook Activities:</p> <ul style="list-style-type: none"> ▪ <i>Personal Qualities on the Job</i> Activity A ▪ <i>Employer Job Evaluation</i> 	<p>Project:</p> <ul style="list-style-type: none"> ▪ Training Brochure 	



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<p>9/6 Pep assembly: 9/10</p>	<p>College Readiness R2.1 W 2.2</p>	<p>Needed on the Job: <i>Positive Attitude</i> <i>Good Attendance</i> <i>Punctuality</i> <i>Performance</i> <i>Initiative</i> <i>Cooperation</i> <i>Accepting Criticism</i> <i>Courtesy</i> <i>Personal Appearance</i> <i>Good Health and</i> <i>Fitness</i> <i>Ethics in the</i> <i>Workplace</i></p>	<p>Activity C</p> <ul style="list-style-type: none"> ▪ <i>An Employer's</i> <i>View Activity B</i> <p>Handouts</p> <ul style="list-style-type: none"> ▪ <i>A Worker's</i> <i>Attitude on the</i> <i>Job</i> 		
<p>WEEK #5 9/13 – 9/17</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D College Readiness R2.1 W 2.2 S2.2 L3.2</p>	<p>Chapter 3 What Your Employer Expects</p> <ul style="list-style-type: none"> ▪ Personal Qualities Needed on the Job: <i>Positive Attitude</i> <i>Good Attendance</i> <i>Punctuality</i> <i>Performance</i> <i>Initiative</i> <i>Cooperation</i> <i>Accepting Criticism</i> <i>Courtesy</i> <i>Personal Appearance</i> <i>Good Health and</i> <i>Fitness</i> <i>Ethics in the</i> <i>Workplace</i> 	<p>Workbook Activities:</p> <ul style="list-style-type: none"> ▪ Personal Traits Activity D ▪ <i>Dependability</i> <i>and Work Ethic</i> Activity E <p>Handouts:</p> <ul style="list-style-type: none"> ▪ Review and Study Guide 	<p>Chapter 3 Test</p>	<p>In-Class Activities:</p> <ul style="list-style-type: none"> ▪ <i>Ethics, Debate</i> ▪ <i>Fish, video</i> ▪ <i>Workplace Monthly,</i> <i>newsletter</i>



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<p>WEEK #6 9/20 – 9/24 PLC day: 9/24</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2</p>	<p>Chapter 4 Teamwork and Problem-Solving Skills</p> <ul style="list-style-type: none"> ▪ <i>Changing Nature in the Workplace</i> ▪ <i>Teams in the Workplace</i> <ul style="list-style-type: none"> ○ <i>Pros and Cons of the Team Approach</i> ○ <i>Role of the Team in the Workplace</i> ○ <i>Stages of Team Development</i> ▪ <i>Characteristics of an Effective Team</i> <ul style="list-style-type: none"> ○ <i>Shares Leadership</i> ○ <i>Rotates Team Roles</i> ○ <i>Stays focused</i> ○ <i>Works for the Common Good</i> ▪ <i>Problem Solving</i> <ul style="list-style-type: none"> ○ <i>Steps in Problem Solving</i> ○ <i>Aids to Problem Solving</i> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Describe the importance of teamwork in the workplace ▪ Know how teams develop and work effectively 	<p>Workbook Activities Handling Problems in Teams, Activity A</p> <p>Using a Chart as a Scheduling Tool, Activity B</p> <p>Handouts: Examining Team Roles Problem Solving in Action</p>	<p>In-Class Activity: Team Building Exercise</p>
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		<ul style="list-style-type: none"> ▪ Explain the problem-solving process 			
<p>WEEK #7 9/27 – 10/1</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2</p>	<p>Chapter 4 Teamwork and Problem-Solving Skills</p> <ul style="list-style-type: none"> ▪ Managing Conflict <ul style="list-style-type: none"> ○ Know When To Intervene ○ Address the Conflict ○ Identify the Source and Importance of the Conflict ○ Identify Possible Solutions ○ Develop an Acceptable Solution ○ Implement and Evaluate <p>Objectives</p> <ul style="list-style-type: none"> ▪ Know how to manage conflict <p>Chapter 12 Learning About Yourself</p> <ul style="list-style-type: none"> ▪ <i>Your Self-Concept</i> <ul style="list-style-type: none"> ○ Self-Esteem ▪ <i>Making a Self Assessment</i> <ul style="list-style-type: none"> ○ What are your 	<p>Workbook Activities:</p> <ul style="list-style-type: none"> ▪ <i>Teamwork and Problem-Solving Terms, Activity E</i> ▪ <i>How I See Myself? Activity A</i> <p>Handouts <i>A Writer's Career Choice</i></p>	<p>Chapter 4 Facts in Review questions</p>	<p>Who Am I? project Interest Poster Collage</p>



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		<p><i>interests?</i></p> <ul style="list-style-type: none"> ○ <i>What are your aptitudes?</i> ○ <i>What are your abilities?</i> <ul style="list-style-type: none"> ▪ <i>Your Personal Characteristics</i> <ul style="list-style-type: none"> ○ <i>Personality Traits</i> ○ <i>Habits</i> <p>Objectives</p> <ul style="list-style-type: none"> ▪ Explain how your self-concept and a self assessment help you understand yourself better ▪ Describe how personalities may influence life choices ▪ List several personality traits and explain how they may influence life choices 			
<p>WEEK #8 10/4 – 10/8 PLC day: 10/8</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2</p>	<p>Chapter 12 Learning About Yourself</p> <ul style="list-style-type: none"> ▪ <i>Your Personal Priorities</i> <ul style="list-style-type: none"> ○ <i>Ethics</i> ▪ <i>Your Goals</i> <ul style="list-style-type: none"> ○ <i>Standards</i> ○ <i>Resources</i> <p>Objective:</p> <ul style="list-style-type: none"> ▪ Explain how indentifying your personal priorities, 	<p>Workbook Activities Personal Priorities, Goals, Standards, and Resources, Activity E</p> <p>Handouts Your Personality and Career Choices</p> <p>Career Interest Inventory</p>	<p>Who Am I? project</p>	<p>In-Class Activities: Want Ad My Life Plan</p>



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	S2.2 L3.2	<p>goals, standards, ethics, and resources can help you understand yourself better</p> <ul style="list-style-type: none"> ▪ Build workplace competencies un using interpersonal skills and information 			
<p>WEEK #9 10/11 – 10/15 No school: 10/11 All School Testing: 10/13</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2</p>	<p><i>Chapter 12 Learning About Yourself</i></p>	<p><i>Workbook Activities:</i> A Learning Review, Activity F</p>	<p>Facts in Review Questions Review and Study Guide Chapter 12 Quiz</p>	<p>IDEA Career Presentation</p>
<p>WEEK #10 10/18 – 10/22 End of 1st Quarter: 10/22</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2</p>	<p><i>Chapter 15 Making Career Decisions</i></p> <ul style="list-style-type: none"> ▪ The Decision- Making Process ▪ Career Decisions <ul style="list-style-type: none"> ○ Making a Career Plan ▪ Using the Decision-Making Process Objectives ▪ Explain the decision-making process 	<p><i>Workbook Activities</i> <i>Examining Decisions</i> <i>Activity A</i> <i>The Decision-Making Process, Activity B</i> <i>Preparing a Career Plan, Activity C</i> <i>It's Your Decision</i> <i>Activity E</i></p> <p><i>Handouts</i> <i>Decisions, Decisions</i></p>	<p>Review and Study Guide Chapter 4,12,15 Test</p>	<p>Choices Pamphlet for teens</p>



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		<ul style="list-style-type: none"> ▪ Apply the decision-making process to developing a career plan ▪ Identify other applications for the decision-making process ▪ Build workplace competencies in using interpersonal skills, information systems, and technology 	<p><i>Decision-Making Case Studies</i></p>		
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WEEK #11 10/25 – 10/29 PLC day: 10/29	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	<p><i>Chapter 16 Applying for Jobs</i></p> <ul style="list-style-type: none"> • Finding Job Openings <ul style="list-style-type: none"> ○ Friends and Relatives ○ Networking ○ School Placement Services ○ Direct Employer Contact ○ Want Ads ○ Trade and Professional Journals ○ Government Employment Services 	<p><i>Workbook Activities:</i></p> <p>Activity F Illegal Questions</p>	<p><i>Project:</i></p> <p>Employment Bulletin</p>	<p><i>In-Class Activities:</i></p> <p>Networking 101 Do's and Don'ts of Networking</p> <p>Proofreading Exercise</p>



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		<ul style="list-style-type: none"> ○ Private Employment Agencies ○ Searching the Internet ● Before You Apply <ul style="list-style-type: none"> ○ Personal Fact Sheet ● Job Resumes <ul style="list-style-type: none"> ○ Job Resume Information ○ Preparing a Resume ● The Job Portfolio ● Letter of Application ● Job Application Forms <ul style="list-style-type: none"> ○ Illegal Questions on Job Applications <p>Objectives</p> <ul style="list-style-type: none"> ● Explain how to find job openings ● Prepare job resumes, letters of application, and portfolios ● Fill out job application forms correctly ● Build workplace competencies in using interpersonal skills, information, and technology 			
<p>WEEK #12 11/1 – 11/5 Parent/teacher Conferences: 11/4 No school: 11/5</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G</p>	<p>Chapter 16 Applying for Jobs</p> <ul style="list-style-type: none"> ● Job Resumes <ul style="list-style-type: none"> ○ Job Resume Information ○ Preparing a Resume ● The Job Portfolio 	<p>Assignments:</p> <ul style="list-style-type: none"> ● Types of Resumes ● Reference List 	<p>Project:</p> <p>Career Portfolio</p>	



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	College Readiness R2.1 W 2.2 S2.2 L3.2	<ul style="list-style-type: none"> • Letter of Application <p>Objectives</p> <ul style="list-style-type: none"> • Prepare job resumes, letters of application, and portfolios 	<ul style="list-style-type: none"> • Writing a Cover Letter 		
WEEK #13 11/8 –11/12 No school: 11/11	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	<p>Chapter 16 Applying for Jobs</p> <ul style="list-style-type: none"> • Job Resumes <ul style="list-style-type: none"> ○ Job Resume Information ○ Preparing a Resume • The Job Portfolio • Letter of Application <p>Objectives</p> <p>Prepare job resumes, letters of application, and portfolios</p>	<p>Assignments</p> <ul style="list-style-type: none"> • Writing a Cover Letter in Response to Job Ad • Writing a Thank You Letter 	<p>Project: Career Portfolio</p> <p>Assessment: Chapter 16 Review and Study Guide</p> <p>Facts in Review Questions</p> <p>Chapter 16 Test</p>	
WEEK #14 11/15 – 11/19 PLC day: 11/19	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	<p>Chapter 17 Taking Pre-Employment Tests</p> <ul style="list-style-type: none"> • Skill Tests • Psychological Tests • Situational Tests • Government Tests <ul style="list-style-type: none"> ○ Civil Service Test ○ ASVAB • Polygraph Test • Written Honesty Test • Medical Examinations <ul style="list-style-type: none"> ○ Physical Disability and the Interview Process ○ Drug Testing 	<p>Assignments:</p> <ul style="list-style-type: none"> ○ Test Exercise ○ “If the Job Fits” Activity ○ Controversial Pre-Employment Test, handout <p>Workbook Activities:</p> <ul style="list-style-type: none"> ○ Pre-Employment Perception Test, Activity A ○ Pre-Employment Math Skills 		



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		<p>Objectives</p> <ul style="list-style-type: none"> ○ Explain why employers give pre-employment test ○ Describe the types of pre-employment tests commonly given to prospective employees 	<p>Testing, <i>Activity B</i></p> <ul style="list-style-type: none"> ○ Pre-Employment Testing <i>Activity C</i> ○ Types of Pre-Employment Tests <i>Activity D</i> <p>Presentation Illinois Department of Employment Agency</p>		
<p>WEEK #15 11/22 – 11/26 No school: 11/25 & 11/26</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2</p>	<p>Chapter 17 Taking Pre-Employment Tests</p> <ul style="list-style-type: none"> ○ How to Take Pre-Employment Tests <p>Objectives:</p> <ul style="list-style-type: none"> ○ Prepare for pre-employment tests 		<p>Facts in Review Questions</p> <p>Chapter 17 Review and Study Guide</p> <p>Chapter 17 Test</p>	
<p>WEEK #16 11/29 – 12/3</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2</p>	<p>Chapter 18 Interviewing for Jobs</p> <ul style="list-style-type: none"> ○ Prepare for the interview <ul style="list-style-type: none"> ○ Learn About the Employer and the Job ○ Make a List of Questions to Ask ○ List the Materials to Take with You ○ Decide What to Wear 	<p>Workbook Activities:</p> <ul style="list-style-type: none"> ○ Learning About an Employer, Activity A ○ Interview Questions, Activity D ○ Informational 		<p>Mock Interviews</p>



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	L3.2	<ul style="list-style-type: none"> ○ Be Prepared for Questions ○ Practice for the Interview ○ Know Where to Go for the Interview <p>Objectives:</p> <ul style="list-style-type: none"> ○ Prepare for an interview ○ Explain how to make a good impression on the interviewer 	<p>Interview Practice, Activity G</p> <p>Assignments:</p> <p>Do's and Don'ts of Interview Process</p> <p>R-A-F-T Interviewing Commercials</p>		
WEEK #17 12/6 – 12/10 PLC day: 12/10	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	<p>Chapter 18 Interviewing for Jobs</p> <ul style="list-style-type: none"> ○ After the Interview <ul style="list-style-type: none"> ○ Accepting a Job Offer ○ Rejecting a Job Offer <p>Objectives:</p> <ul style="list-style-type: none"> ○ Write a follow-up letter after an interview ○ Describe the factors to consider before accepting or rejecting a job offer 	<p>Workbook Activities</p> <ul style="list-style-type: none"> ○ The Follow-Up Letter, Activity H ○ Fringe Benefits, Activity I 	<p>Project:</p> <p>The Job Hunt Quarterly</p> <p>Assessment:</p> <p>Chapter 18 Review and Study Guide</p> <p>Unit Test</p>	
WEEK #18 12/13 – 12/17	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G	<p>Chapter 10 Leadership and Group Dynamics</p> <ul style="list-style-type: none"> ○ Leaders and Authority <ul style="list-style-type: none"> ○ Skills and Qualities of a Good Leader ○ Dynamics and Groups 	<p>Workbook Activities</p> <ul style="list-style-type: none"> ▪ What Makes a Leader?, Activity A ▪ Evaluating Leaders, Activity B ▪ Leadership Self- 	<p>Projects:</p> <p>Leadership 101 Newsletter</p> <p>Leaders</p>	



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	College Readiness R2.1 W 2.2 S2.2 L3.2	<ul style="list-style-type: none"> ○ Leadership and Group Dynamics in School <ul style="list-style-type: none"> ○ Career and Technical Student Organizations ○ Leadership and Group Dynamics in the Workplace <p>Objectives:</p> <ul style="list-style-type: none"> ○ Explain the different types of authority leaders possess ○ Identify the qualities and abilities of a good leader ○ Explain group dynamics and the effect of good leadership ○ Describe the school groups and career and technical student organizations in which you can participate and develop good leadership skills ○ Explain the value of good leadership and group dynamics in the workplace 	Evaluation, <i>Activity E</i> Assignments Follow the Leader, handout	Biography	
WEEK #19 1/3 – 1/7	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	1 st Semester Review	Assignments: Chapters Review and Study Guides	Project: Career Project	



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WEEK #20 1/10 – 1/14 Finals: 1/11 – 1/13 Marking Day 1/14	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	1 st Semester Review		Final Exams	
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Semester 2 '10 – '11
 This course is aligned to:

Department: Applied Academics

Course: Career Internship

Instructor(s): C. Alexander

College Readiness Standards and/or College Board Standards Other:



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WEEK #1 1/17 – 1/21 No school: 1/17	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	Chapter 19 Succeeding on the Job <ul style="list-style-type: none"> ▪ Your First Day on the Job (Pages 345-346) ▪ Relating to Others At Work (Pages 346-347) ▪ Your Conduct and Job Success (Pages 347-348) ▪ Handling Job Stress (Pages 348-349) Objectives: <ul style="list-style-type: none"> ▪ Explain how getting along with others can help you succeed on the job ▪ Identify the rules of proper workplace conduct ▪ Describe ways to recognize and handle stress 	Workbook Activities: <ul style="list-style-type: none"> ▪ Activity B: <i>Starting a New Job</i> ▪ Activity C: <i>Workplace Conduct and Job Success</i> ▪ Activity D: <i>Handling Job Stress</i> Handouts: <ul style="list-style-type: none"> ▪ <i>People's Attitudes</i> worksheet ▪ <i>Successful Job Conduct</i> worksheet 	Project: Create a brochure providing tips on appropriate workplace conduct for new employees. Explain how good conduct promotes job success	In-class Reinforcement Activity <ul style="list-style-type: none"> ▪ Write a newsletter article for the ideal supervisor and workplace conduct
WEEK #2 1/24 – 1/28 PLC day:	Business, Marketing, and Computer Ed. 1A 1B.	Chapter 19 Succeeding on the Job <ul style="list-style-type: none"> ▪ Evaluating Job Performance (Pages 349-354) 	Case Study Reading Page 351 <i>The Stressful Boss</i>	Project: <i>Moving Up Newsletter</i> Create a newsletter	In-class Reinforcement Activity:



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1/28	2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	<ul style="list-style-type: none"> ○ Job Probation ○ Performance Rating ○ Training Opportunities ▪ Changes in Job Status (Pages 354-356) <ul style="list-style-type: none"> ○ Promotion ○ Lateral Move ○ Demotion ○ Being Fired ▪ Making a Job Change (356-358) <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Evaluate your job performance and the job itself ▪ Explain the purpose of job performance reviews ▪ Describe the options for changing your job status ▪ Recognize the signs of a stalled career and the best way to change jobs 	<p>Workbook Activities:</p> <ul style="list-style-type: none"> ▪ Activity E <i>Job Satisfaction</i> ▪ Activity F <i>How Am I Doing?</i> ▪ Activity G <i>Changing Jobs</i> 	explaining your chosen occupation and the different levels of jobs related to your occupation from entry level to top management. Include job description, job outlook, training, qualifications, and average salary.	<ul style="list-style-type: none"> ▪ Create a poster identifying the most common reasons people get fired. Ways to deal with losing a job and ways to prevent getting fired. ▪ Write a letter of resignation
WEEK #3 1/31 – 2/4	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2	<p>Chapter 19 Succeeding on the Job</p> <ul style="list-style-type: none"> ▪ Making a Job Change (356-358) ▪ Unions (358-361) <ul style="list-style-type: none"> ○ Must You Join a Union? ○ Organization of 	<p><i>Case Study:</i> Linda's Negative Behavior worksheet</p> <p>Workbook Activities: Activity H: Unions</p>	Chapter 19 Test Moving Up Newsletter	



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	<p>L3.2 College Readiness R2.1 W 2.2 S2.2 L3.2</p>	<p style="text-align: center;">Unions</p> <ul style="list-style-type: none"> ○ Collective Bargaining <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Recognize the signs of a stalled career and the best way to change jobs. ▪ Cite the pros and cons of union membership ▪ Build workplace competencies in using resources, interpersonal skills and information 	<p>Handouts: Chapter 19 Review and Study Guide</p>		
<p>WEEK #4 2/7 – 2/11 PLC day: 2/11</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2</p>	<p><i>Chapter 20 Diversity and Rights in the Workplace</i></p> <ul style="list-style-type: none"> ▪ Diversity Trends in the United States (Pages 366-368) <ul style="list-style-type: none"> ○ Cultural Heritage ○ Language ○ Religion ○ Gender ○ Age ○ Disability ▪ The Benefits of Diversity in the Workplace (Page 369) ▪ Promoting Diversity in the Workplace (Pages 370-371) <ul style="list-style-type: none"> ○ What Employers Are Doing ○ What Employees 	<p>Workbook Activities:</p> <p>Activity A <i>My Heritage</i></p> <p>Activity B <i>Diversity Awareness</i></p> <p>Activity D <i>Know Your Rights</i></p>		



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		<p style="text-align: center;">Can Do</p> <ul style="list-style-type: none"> ▪ Diversity, Rights, and Discrimination (Pages 371-381) <ul style="list-style-type: none"> ○ The Law of Discrimination ○ Types of Discrimination in the Workplace ○ Sexual Harassment in the Workplace <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Explain how current population trends affect workplace diversity ▪ List the benefits of diversity to an employer ▪ Describe ways that employers and employees can promote workplace diversity ▪ Provide examples of employment discrimination forbidden by law 			
WEEK #5 2/14 – 2/18	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness	<p><i>Chapter 20 Diversity and Rights in the Workplace</i></p> <ul style="list-style-type: none"> ▪ Facing Sexual Harassment or Discrimination (Page 381-383) <ul style="list-style-type: none"> ○ Discouraging the Behavior 	<p>Workbook Activities: Activity E <i>Diversity Terms</i></p> <p>Handouts: Workplace Case Studies worksheet</p>		



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	R2.1 W 2.2 S2.2 L3.2	<ul style="list-style-type: none"> ○ Taking Action Objectives: <ul style="list-style-type: none"> ▪ Explain how to take action against any sexual harassment or discrimination directed at you in the workplace ▪ Build workplace competencies in using resources, interpersonal skills, and information 	Chapter 20 Review and Study Guide		
WEEK #6 2/21 – 2/25 No school: 2/21 PLC day: 2/25	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	Chapter 20 Diversity and Rights in the Workplace Objectives: <ul style="list-style-type: none"> ▪ Build workplace competencies in using resources, interpersonal skills, and information 		Promoting Workplace Diversity Project Chapter 20 Test	
WEEK #7 2/28 – 3/4	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	Chapter 23 Understanding Income and Taxes <ul style="list-style-type: none"> ▪ Forms of Income (Page 425-428) <ul style="list-style-type: none"> ○ Wages ○ Salary ○ Commission ○ Piecework ○ Tips ○ Bonus ○ Profit Sharing 	Workbook Activities: Activity A <i>Forms of Income</i> Activity B <i>Understanding Your Paycheck</i>		In-class Reinforcement Activities: Minimum Wage Timeline Debate Advantages and Disadvantages



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		<ul style="list-style-type: none"> ○ Fringe Benefits ▪ Understanding Your Paycheck (Page 428-430) <p>Objectives:</p> <ul style="list-style-type: none"> ○ Describe the different forms of income and fringe benefits an employee can receive for doing a job ○ Explain gross pay and net pay, describe paycheck deductions 			<p>of Commission Occupations</p> <p>Payroll Deductions Poster</p>
<p>WEEK #8 3/7 – 3/11 No School: 3/7 & 3/8</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2 M3.1</p>	<p>Chapter 23 Understanding Income and Taxes</p> <ul style="list-style-type: none"> ▪ Taxes (Pages 430-436) <ul style="list-style-type: none"> ○ Types of Taxes ○ Preparing Tax Returns ▪ Social Security <ul style="list-style-type: none"> ○ Social Security Benefits ○ Medicare Benefits ○ Medicaid Benefits ▪ Worker’s Compensation <ul style="list-style-type: none"> ○ Medical Care Benefits ○ Disability Income ○ Rehabilitation Benefits 	<p>Workbook Activities:</p> <p>Activity C <i>Types of Taxes</i></p> <p>Activity D <i>Tax Opinions</i></p> <p>Activity E <i>Preparing Tax Returns</i></p> <p>Activity F <i>Government Insurance</i></p>	<p>File Tax Returns Form 1040EZ and Illinois Tax Forms</p> <p>Chapter 23 Test</p>	<p><i>Government Services Brochure</i></p> <p>Chapter 23 Review and Study Guide</p>



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		<ul style="list-style-type: none"> ○ Death Benefits ▪ Unemployment Insurance <p>Objectives:</p> <ul style="list-style-type: none"> ○ Identify the various services and facilities provided by tax dollars ○ Describe how consumers are taxed and the types of taxes they pay ○ Explain how to file a federal income tax return ○ Describe the purpose of and benefits provided by the social security program, Medicaid, Medicare, worker’s compensation, and unemployment insurance ○ Build workplace competencies in using resources, interpersonal skills, information, and systems 			
<p>WEEK #9 3/14 – 3/18 PLC day: 3/18</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G</p>	<p>Chapter 24 Managing Spending</p> <ul style="list-style-type: none"> ○ Budgeting Your Money <ul style="list-style-type: none"> ○ Establishing Financial Goals ○ Estimate Your 	<p>Workbook Activities: Activity A <i>Managing Your Money</i> Activity B <i>Fixed and Flexible Expenses</i></p>		<p>In-Class Reinforcement Activity: Budgeting Tips Booklet</p>



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	College Readiness R2.1 W 2.2 S2.2 L3.2	<p>Monthly Income and Expenses</p> <ul style="list-style-type: none"> ○ Balance Your Budget ○ Keep Track of Income and Expenses ○ Evaluate the Budget <p>Objectives:</p> <ul style="list-style-type: none"> ○ Prepare a budget to help you manage your money wisely 			
WEEK #10 3/21 – 3/25 End of 3rd Quarter: 3/25	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	<p>Chapter 24 Managing Spending</p> <ul style="list-style-type: none"> ○ Managing Your Consumer Spending ○ Be an Informed Consumer ○ Understand Advertising and Other Promotional Methods ○ Decide Where To Shop ○ Develop Shopping Skills <p>Objectives:</p> <ul style="list-style-type: none"> ○ Identify and use reliable sources of consumer information ○ Explain the methods businesses use to promote goods and services ○ Make wise shopping 	<p>Workbook Activities: Activity D <i>Advertising</i></p> <p>Activity E <i>Where To Shop?</i></p> <p>Handouts: <i>Be an Informed Consumer</i> worksheet <i>The Pros and Cons of Advertising</i> worksheet</p>	Smart Consumer Project	



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		decisions about where and how to shop			
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WEEK	COLLEGE READINESS AND/OR COLLEGE BOARD CONTENT STANDARDS	INSTRUCTIONAL CONTENT	ACTIVITIES, READINGS, LABS, AND/OR ASSIGNMENTS	MAJOR ASSESSMENTS	OTHER
WEEK #11 4/4 – 4/8	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2	<p>Chapter 24 Managing Spending</p> <ul style="list-style-type: none"> ○ Exercising Your Consumer Rights and Responsibilities <ul style="list-style-type: none"> ○ Know the Right Way To Complain ○ Use Consumer Protection Services ○ Use Government Consumer Protection Agencies <p>Objectives:</p> <ul style="list-style-type: none"> ○ Describe your consumer rights and responsibilities ○ Explain how your consumer rights are protected ○ Build workplace competencies in using resources, interpersonal skills, information, systems, and technology 	<p>Workbook Activities:</p> <p>Activity G <i>The Right Way To Complain</i></p> <p>Activity H <i>Complaint Letter</i></p> <p>Activity I <i>Complaint Form</i></p>		
WEEK #12	Business, Marketing, and	Chapter 24 Managing Spending	Handouts: Chapter 24 Review	Chapter 24 Test	



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<p>4/11 – 4/15 PLC day: 4/15</p>	<p>Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 L3.2</p>	<ul style="list-style-type: none"> ○ Exercising Your Consumer Rights and Responsibilities <ul style="list-style-type: none"> ○ Know the Right Way To Complain ○ Use Consumer Protection Services ○ Use Government Consumer Protection Agencies <p>Objectives:</p> <ul style="list-style-type: none"> ○ Describe your consumer rights and responsibilities ○ Explain how your consumer rights are protected <p>Build workplace competencies in using resources, interpersonal skills, information, systems, and technology</p>	<p>Study Guide</p>		
<p>WEEK #13 4/18- 4/22 No school: 4/22</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2 M3.1</p>	<p>Chapter 25 Using Credit</p> <ul style="list-style-type: none"> ▪ Understanding Credit (Pages 469-481) <ul style="list-style-type: none"> ○ Advantages and Disadvantages of Using Credit ○ Types of Credit ○ Establishing Credit ○ Credit Agreements ○ The Cost of Credit 	<p>Workbook Activities: Activity A <i>Understanding Credit</i></p> <p>Handouts: Types of Credit Worksheet</p> <p>Should They Use Credit? Worksheet</p>	<p>Lesson 7 About Credit Quiz</p> <p>Credit Brochure</p>	<p>In-Class Reinforcement: Role-Play Advantages and Disadvantages of Using Credit</p>



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		<ul style="list-style-type: none"> ○ Federal Credit Laws <p>Practical Money Skills</p> <ul style="list-style-type: none"> ▪ Lesson 7 About Credit 	<p>Test Your Credit Knowledge Worksheet</p> <p>How Much Can They Safely Carry? Worksheet</p>		
<p>WEEK #14 4/25 – 4/29 PSAE: 4/26 & 4/27</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2</p>	<p>Chapter 25 Using Credit</p> <ul style="list-style-type: none"> ▪ Using Credit Wisely <ul style="list-style-type: none"> ○ Should You Use Credit? ○ Shopping for Credit? ○ Dealing with Credit Problems <p>Practical Money Skills</p> <ul style="list-style-type: none"> ▪ Lesson 8 The Cost of Credit 	<p>Workbook Activity: Activity C <i>Cost of Credit</i></p> <p>Activity D <i>Federal Credit Laws</i></p>	<p>Credit Brochure</p> <p>Chapter 25 Facts in Review Questions</p> <p>Lesson 8 quiz</p>	<p>In-Class Reinforcement Activity: Shopping For Credit-Credit Comparison</p>
<p>WEEK #15 5/2 – 5/6 PLC day: 5/6</p>	<p>Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2 M3.1</p>	<p>Chapter 26 Banking, Saving and Investing</p> <p>Practical Money Skills</p> <ul style="list-style-type: none"> ▪ Lesson 6 Banking Services 	<p>Saving & Investing exercise</p> <p>Rule of 72 Exercise</p>	<p>Best Bank Project</p>	



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WEEK #16 5/9 – 5/13	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G M3.1 College Readiness R2.1 W 2.2 S2.2 L3.2	Chapter 26 Banking, Saving and Investing Practical Money Skills Lesson 6 Banking Services		Best Bank Project	
WEEK #17 5/16 – 5/20 PLC day: 5/20	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 S2.2 L3.2 M3.1	College Research- Comparison of Public vs. Private Universities	Research and compare a private university, a historically black university and or a state university	College Fair PowerPoint Presentation	
WEEK #18 5/23 – 5/27 Seniors' last day: 5/26	Business, Marketing, and Computer Ed. 1A 1B. 2A. 2D 3A 3B 3F 3G College Readiness R2.1 W 2.2 L3.2	Final Portfolio	Construct a Career Portfolio that encompasses the entire 2 nd semester concepts	Career Portfolio	
WEEK #19 5/30 – 6/3 No school:		Final Exams			



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5/30 Final Exams: 5/31 – 6/2 Marking Day: 6/3					
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