



Spokane Public Schools Business CO-OP

Course: Business CO-OP	Total Framework Hours up to: 180
CIP Code: 520000 <input checked="" type="checkbox"/> Exploratory <input type="checkbox"/> Preparatory	Date Last Modified:
Career Cluster: Business Management & Administration	Cluster Pathway: Business, Financial Management, and Accounting

COMPONENTS AND ASSESSMENTS

Performance Assessments:

- In teams or individually, students will demonstrate an understanding of basic business concepts pertaining to our global economy and the relationship between businesses and consumers through class discussions and a writing assignment.
- Students will be able assess opportunity costs and trade-offs involved in making choices about how to use scarce economic resources. In addition, students examine the role of trade, protectionism, and monetary markets in the global economy

Leadership Alignment:

- The student will demonstrate oral, interpersonal, written, and electronic communication and presentation skills and understand how to apply those skills.
- DECA's Principles of Business Administration Events measure the student's proficiency in those knowledge and skills identified by career practitioners as common academic and technical content across marketing, finance, hospitality, and business management and administration.

Standards and Competencies

Standard/Unit: Introduction to the Global Economy

Competencies

Total Learning Hours for Unit: 20

- Identify the difference between wants and needs.
- Explain how economic wants are satisfied.
- Demonstrate how resources may be used to satisfy economic wants.
- Define and give examples of scarcity.
- Define and give examples of opportunity cost.
- Identify resources that are abundant or in short supply in various countries in the world.
- Identify examples of goods and services exported or imported from a particular country.
- Why scarcity requires individuals, governments, and societies make choices.
- Explain how specialization promotes international trade and how international trade increases total world output and interdependence among nations.
- Describe how businesses provide goods and services.
- Identify some jobs and skills in business and finance.
- Explain steps in the decision-making process.
- Identify four factors of production.
- Explain scarcity of resources for every country.
- List three questions regarding production & distribution.
- Explain circular flow of economic activity.
- Describe four phases of business cycle.

- Explain how economic activity is measured.
- Explain how the federal government maintains economic stability and regulations.
- Explain what inflation is & how it affects the economy.

Aligned Washington State Standards

Art	
Communications	<ul style="list-style-type: none"> • Applies a variety of listening strategies to accommodate the listening situation. • Analyzes the influence of cultural principles, beliefs, and world views on intercultural communication. • Uses effective delivery.
Educational Technology	
Health and Fitness	
Math	<ul style="list-style-type: none"> • Draw and support conclusions, using inductive or deductive reasoning. • Understand that mathematics is used extensively in daily life outside the classroom. • Understand that mathematics is used in many occupations or careers.
Reading	<ul style="list-style-type: none"> • Use vocabulary (word meaning) strategies to comprehend text. • Apply strategies to comprehend words and ideas. • Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities. • Demonstrate evidence of reading comprehension. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: use prior knowledge. • Understand and apply knowledge of text components to comprehend text. • Apply understanding of complex organizational features of printed text and electronic sources. • Evaluate informational materials, including electronic sources, for effectiveness. • Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions. • Synthesize information from a variety of sources. • Apply understanding of complex information, including functional documents, to perform a task. • Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings.
Science	
Social Studies	
Writing	<ul style="list-style-type: none"> • Analyzes and selects effective strategies for generating ideas and planning writing. • Revises to improve text. • Publishes in formats that are appropriate for specific audiences and purposes. • Produces documents used in career setting. • Analyzes and selects effective organizational structure. • Spells accurately in final draft. • Applies punctuation rules. • Applies usage rules. • Uses complete sentences in writing. • Applies paragraph conventions.

COMPONENTS AND ASSESSMENTS

Performance Assessments: Recognize the customer-oriented nature of marketing and analyze the impact of marketing activities on the individual, business, and society.

Leadership Alignment:

- The student will analyze, refine and apply decision-making skills through classroom, family, community, and business and industry (work-related) experiences.
- DECA’s Principles of Business Administration Events measure the student’s proficiency in those knowledge and skills identified by career practitioners as common academic and technical content across marketing, finance, hospitality, and business management and administration.

Standards and Competencies

Standard/Unit: General Business Operations

Competencies

Total Learning Hours for Unit: 25

- Identify the four elements in the marketing mix.
- Define the life cycle of a product.
- Discuss consumer needs and motivation
- List the six rights and six responsibilities of a consumer.
- Identify various consumer protection sources.
- Describe the role of the pricing, packaging, and promoting in marketing goods and services.
- Describe what an active listener does.
- Identify customer needs and reasons why customers return to the same business.
- Explain ways companies show concern for customers.
- Describe the factors that influence customer –business relationships (e.g., return policies, pricing, distribution and advertising).
- Recognize that a successful marketing strategy is built on positive customer relationships.
- Describe the wide scope of marketing – business to business, business to consumer, industrial, nonprofit, personal, government, and electronic.
- Describe the importance of marketing in a global economy.
- Describe the opportunities created by the Internet.

Aligned Washington State Standards

Art	
Communications	<ul style="list-style-type: none"> • Applies a variety of listening strategies to accommodate the listening situation. • Understands, analyzes, synthesizes, or evaluates information from a variety of sources. • Uses language to interact effectively and responsibly in a multicultural context. • Use effective language and style. Use language that is grammatically correct, precise, engaging, and well-suited to topic, audience and purpose.
Educational Technology	
Health and Fitness	
Math	<ul style="list-style-type: none"> • Understand that mathematics is used in many occupations or careers.
Reading	<ul style="list-style-type: none"> • Use vocabulary (word meaning) strategies to comprehend text. • Apply strategies to comprehend words and ideas. • Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities. • Demonstrate evidence of reading comprehension. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: use prior

	<p>knowledge.</p> <ul style="list-style-type: none"> • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: monitor for meaning, create mental images, and generate and answer questions. • Understand and apply knowledge of text components to comprehend text. • Apply understanding of complex organizational features of printed text and electronic sources. • Evaluate informational materials, including electronic sources, for effectiveness. • Synthesize information from a variety of sources. • Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions. • Apply understanding of complex information, including functional documents, to perform a task. • Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings.
Science	
Social Studies	
Writing	<ul style="list-style-type: none"> • Writes for different purposes. • Analyzes and selects effective strategies for generating ideas and planning writing. • Revises to improve text. • Publishes in formats that are appropriate for specific audiences and purposes. • Produces documents used in career setting. • Analyzes and selects effective organizational structure. • Spells accurately in final draft. • Applies punctuation rules. • Applies usage rules. • Uses complete sentences in writing. • Applies paragraph conventions.

COMPONENTS AND ASSESSMENTS

Performance Assessments: In teams or individually, the student will acquire, interpret, comprehend, evaluate and analyze the U.S. economic system, the law of supply and demand, and the various functions of business by synthesizing and graphically displaying each in a presentation, poster or electronic graphic.

Leadership Alignment:

- The student will identify and analyze the characteristics of family, community, business, and industry leaders.
- The student will use knowledge, build interest, guide and influence decisions, organize efforts, and involve members of a group to assure that a pre-planned group activity is completed.
- DECA's Principles of Business Administration Events measure the student's proficiency in those knowledge and skills identified by career practitioners as common academic and technical content across marketing, finance, hospitality, and business management and administration.

Standards and Competencies

Standard/Unit: Economic System

Competencies

Total Learning Hours for Unit: 25

- Describe private enterprise system.
- Explain what motivates business.
- Describe some benefit businesses provide.
- Describe entrepreneurship (give examples).
- Explain how prices affect consumers and producers.
- Discuss how prices are determined.
- Discuss circumstances that will cause prices to change.
- Describe cause & effect of consumers and producers in our economy.
- List four stages that the American economy has gone through.
- Name & describe several types of electronic transmission media & virtual reality.
- Interpret information on graphs (line, bar, pictograph).
- Describe the rise of business in the U.S.
- Describe the social responsibility of business.
- Enumerate the five types of business.
- Explain benefit from business competition.
- Explain why observing details & making inferences is an important skill.

Aligned Washington State Standards

Art	
Communications	<ul style="list-style-type: none"> • Applies a variety of listening strategies to accommodate the listening situation. • Analyzes the needs of the audience, situation, and setting to adjust language and other communication strategies. • Effectively use action, sound, and/or images to support presentations. • Applies skills to plan and organize effective oral communication and presentation.
Educational Technology	
Health and Fitness	
Math	
Reading	<ul style="list-style-type: none"> • Use vocabulary (word meaning) strategies to comprehend text. • Apply strategies to comprehend words and ideas. • Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities. • Demonstrate evidence of reading comprehension. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: use prior knowledge. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: monitor for meaning, create mental images, and generate and answer questions. • Understand and apply knowledge of text components to comprehend text. • Apply understanding of complex organizational features of printed text and electronic sources. • Evaluate informational materials, including electronic sources, for effectiveness. • Synthesize information from a variety of sources. • Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions. • Apply understanding of complex information, including functional documents, to perform a task. • Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings.
Science	

Social Studies	
Writing	<ul style="list-style-type: none"> • Analyzes and selects effective strategies for generating ideas and planning writing. • Revises to improve text. • Publishes in formats that are appropriate for specific audiences and purposes. • Produces documents used in career setting. • Analyzes and selects effective organizational structure. • Spells accurately in final draft. • Applies punctuation rules. • Applies usage rules. • Uses complete sentences in writing. • Applies paragraph conventions.

COMPONENTS AND ASSESSMENTS

Performance Assessments:

- Through role-play, students will communicate contributing to a group and working well with people from diverse populations, examining and modeling the role and characteristics of a good manager, as well as the characteristics of a productive employee. Their understanding of an effective manager would include foundational knowledge of characteristics of levels and functions of management.
- Building on the employment concepts, students will demonstrate an understanding of careers in the business world by producing a poster advertising that career. Using the Internet and the newspaper, students will communicate to other team members their findings on job opportunities in their community.

Leadership Alignment

- The student will demonstrate the ability to incorporate and utilize the principles of group dynamics in a variety of settings.
- The student will analyze the roles and responsibilities of citizenship.
- DECA's Principles of Business Administration Events measure the student's proficiency in those knowledge and skills identified by career practitioners as common academic and technical content across marketing, finance, hospitality, and business management and administration.

Standards and Competencies

Standard/Unit: Management and Employment in a Diverse Business World.

Competencies	Total Learning Hours for Unit: 30
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- Describe the three levels of management.
- Identify & give examples of four functions of management.
- Describe the qualities & leadership traits that are essential for good managers.
- Describe disadvantages & advantages of being a manager.
- Compare the advantages of the different types of communication when managing.
- Describe the responsibilities and traits of financial managers and employees.
- Describe some careers in government and public administration & the qualities needed for them.
- Define a diverse workplace.
- List several actions that can resolve team conflicts.
- List several functions of leadership in business.
- Discuss ways in which diversity benefits the workplace.
- Understand the harmful effects of stereotyping people on the basis of age, gender, ethnicity, or other aspect of identity.
- Explain why it is important for businesses, especially those who trade globally, to be aware of different cultures and business practices.
- Explain how diversity management programs assist government and business in their goal to prevent discrimination in the workplace.

- List several functions of leadership in business.
- Explain the importance of ethical standards in conducting business.
- Describe ethical dilemmas faced by managers.
- Create a personal code of ethics.
- Identify the impact of unethical behavior on a business.
- Explain the relationship between ethics and governmental regulations.
- Describe the steps in the employment process.
- Explain steps in the decision-making process.
- Evaluate steps to planning a career.
- Identify some jobs and skills in business and finance.

Aligned Washington State Standards

Art	
Communications	<ul style="list-style-type: none"> • Applies a variety of listening strategies to accommodate the listening situation. • Analyzes the needs of the audience, situation, and setting to adjust language and other communication strategies. • Effectively use action, sound, and/or images to support presentations. • Applies skills to plan and organize effective oral communication and presentation.
Educational Technology	
Health and Fitness	
Math	
Reading	<ul style="list-style-type: none"> • Use vocabulary (word meaning) strategies to comprehend text. • Apply strategies to comprehend words and ideas. • Check for understanding by asking questions and paraphrasing. • Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities. • Demonstrate evidence of reading comprehension. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: use prior knowledge. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: monitor for meaning, create mental images, and generate and answer questions. • Understand and apply knowledge of text components to comprehend text. • Apply understanding of complex organizational features of printed text and electronic sources. • Evaluate informational materials, including electronic sources, for effectiveness. • Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions. • Apply understanding of complex information, including functional documents, to perform a task. • Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings.
Science	
Social Studies	
Writing	<ul style="list-style-type: none"> • Write for different purposes. • Analyzes and selects effective strategies for generating ideas and planning writing. • Revises to improve text. • Publishes in formats that are appropriate for specific audiences and purposes. • Write for career applications.

	<ul style="list-style-type: none"> • Produces documents used in career setting. • Analyzes and selects effective organizational structure. • Spells accurately in final draft. • Applies punctuation rules. • Applies usage rules. • Uses complete sentences in writing. • Applies paragraph conventions.
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COMPONENTS AND ASSESSMENTS

Performance Assessments: In teams or individually, students will explore, interpret and analyze the qualities and habits of successful entrepreneurs. In processing and organizing that information, students will use technology to create a business plan to include a company description and a specific plan of action for its product, operation, financial profile, and marketing strategy.

Leadership Alignment

- The student will be involved in activities that require applying theory, problem-solving, and using critical and creative thinking skills while understanding outcomes of related decisions.
- The student will participate in the development of a program of work or strategic plan and will work to implement the organization’s goals.
- DECA’s Principles of Business Administration Events measure the student’s proficiency in those knowledge and skills identified by career practitioners as common academic and technical content across marketing, finance, hospitality, and business management and administration.

Standards and Competencies

Standard/Unit: Entrepreneurship

Competencies	Total Learning Hours for Unit: 25
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- Describe the characteristics of a small business.
- Explain what being an entrepreneur means.
- Explain how small business/entrepreneurship influences the U.S. economy.
- Describe the process of making informed judgments.
- List four ways to enter into business.
- List the element of a business plan and describe its purpose.
- Explain how recognizing cause and effect can help when making a business plan.
- List the three types of business ownership and explain advantages & disadvantages of each.
- Describe how management plan identifies the key people in a business.
- Tell how an operating plan describes the production requirements of a business.
- Describe the content of the financial plan portion of a business plan.
- Identify sources for obtaining capital to start or expand a business.
- Explain why predicting a consequence is important for business people.

Aligned Washington State Standards

Art	
Communications	<ul style="list-style-type: none"> • Applies a variety of listening strategies to accommodate the listening situation. • Analyzes the needs of the audience, situation, and setting to adjust language and other communication strategies. • Effectively use action, sound, and/or images to support presentations. • Applies skills to plan and organize effective oral communication and presentation.
Educational Technology	

Health and Fitness	
Math	
Reading	<ul style="list-style-type: none"> • Use vocabulary (word meaning) strategies to comprehend text. • Apply strategies to comprehend words and ideas. • Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities. • Demonstrate evidence of reading comprehension. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: use prior knowledge. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: monitor for meaning, create mental images, and generate and answer questions. • Understand and apply knowledge of text components to comprehend text. • Apply understanding of complex organizational features of printed text and electronic sources. • Evaluate informational materials, including electronic sources, for effectiveness. • Synthesize information from a variety of sources. • Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions. • Apply understanding of complex information, including functional documents, to perform a task. • Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings.
Science	
Social Studies	
Writing	<ul style="list-style-type: none"> • Analyzes and selects effective strategies for generating ideas and planning writing. • Revises to improve text. • Publishes in formats that are appropriate for specific audiences and purposes. • Produces documents used in career setting. • Analyzes and selects effective organizational structure. • Spells accurately in final draft. • Applies punctuation rules. • Applies usage rules. • Uses complete sentences in writing. • Applies paragraph conventions. • Publish.

COMPONENTS AND ASSESSMENTS

Performance Assessments: Through class discussions, writing assignments, and Internet research, students will examine how the role of local, state, and federal government agencies regulate and protect business enterprises. They will communicate this information effectively and responsibly in small or large groups and contribute to the group effort by sharing what has been read and teaching others information that has been analyzed and interpreted.

Leadership Alignment

- The student will communicate, participate, and advocate effectively in pairs, small groups, teams and large groups in order to reach common goals.
- DECA's Principles of Business Administration Events measure the student's proficiency in those knowledge and skills identified by career practitioners as common academic and technical content across marketing, finance, hospitality, and business management and administration.

Standards and Competencies

Standard/Unit: Government & Business

Competencies

Total Learning Hours for Unit: 20

- Name four kinds of laws that affect business.
- Explain how federal regulation affects business and the public.
- Name and describe the three major tax bases in the U.S.
- Distinguish among progressive, proportional, and regressive taxes.
- Explain how taxes affect economic activity.
- Explain how withholding tables work.
- Discuss the government as a provider of goods and services.
- List major ways in which the government spends tax money.

Aligned Washington State Standards

Art

Communications

- Applies a variety of listening strategies to accommodate the listening situation.
- Analyzes the needs of the audience, situation, and setting to adjust language and other communication strategies.
- Effectively use action, sound, and/or images to support presentations.
- Uses knowledge of topic/theme, audience, and purpose to plan presentations.
- Applies skills to plan and organize effective oral communication and presentation.

Educational Technology

Health and Fitness

Math

- Understand that mathematics is used extensively in daily life outside the classroom.
- Understand that mathematics is used in many occupations or careers.

Reading

- Use vocabulary (word meaning) strategies to comprehend text.
- Apply strategies to comprehend words and ideas.
- Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities.
- Demonstrate evidence of reading comprehension.
- Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: use prior knowledge.
- Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: monitor for meaning, create mental images, and generate and answer questions.
- Understand and apply knowledge of text components to comprehend text.
- Apply understanding of complex organizational features of printed text and electronic sources.
- Evaluate informational materials, including electronic sources, for effectiveness.
- Synthesize information from a variety of sources.
- Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions.
- Apply understanding of complex information, including functional documents, to perform a task.
- Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings.

Science

Social Studies

- Analyze the role of government as participant in an economy through taxation, spending, and policy setting.

Writing	<ul style="list-style-type: none"> • Analyzes and selects effective strategies for generating ideas and planning writing. • Revises to improve text. • Publishes in formats that are appropriate for specific audiences and purposes. • Produces documents used in career setting. • Analyzes and selects effective organizational structure. • Spells accurately in final draft. • Applies punctuation rules. • Applies usage rules. • Uses complete sentences in writing. • Applies paragraph conventions.
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COMPONENTS AND ASSESSMENTS

Performance Assessments: The students will determine the relationship of money in business by reading foundational information and then utilizing web sites or calling or visiting financial institutions to find out the services those banks can offer various business organizations and how those services improve the success of business.

Leadership Alignment

- The student will demonstrate oral, interpersonal, written, and electronic communication and presentation skills and understand how to apply those skills.
- The student will be involved in activities that require applying theory, problem-solving, and using critical and creative thinking skills while understanding outcomes of related decisions.
- DECA's Principles of Business Administration Events measure the student's proficiency in those knowledge and skills identified by career practitioners as common academic and technical content across marketing, finance, hospitality, and business management and administration.

Standards and Competencies

Standard/Unit: Financial Institutions

Competencies	Total Learning Hours for Unit: 20
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- Describe the functions and characteristics of money.
- Explain the three main functions of banks and list three banks.
- Identify one way the government regulates banking.
- Explain Electronic Banking and security.
- Explain the accounting equation and two financial statements.
- Compute simple interest.
- Review percentages and interpret how they are used in financial analysis.
- Describe databases & spreadsheets & how to use them.
- Describe the responsibilities of the Federal Reserve System.
- Explain what and how Magnetic Ink Character Recognition & Electronic Transfers work.
- Identify three kinds of discounts used by manufacturers and wholesalers.

Aligned Washington State Standards

Art	
Communications	<ul style="list-style-type: none"> • Applies a variety of listening strategies to accommodate the listening situation. • Analyzes the needs of the audience, situation, and setting to adjust language and other communication strategies. • Effectively use action, sound, and/or images to support presentations. • Applies skills to plan and organize effective oral communication and presentation.
Educational Technology	

Health and Fitness	
Math	
Reading	<ul style="list-style-type: none"> • Use vocabulary (word meaning) strategies to comprehend text. • Apply strategies to comprehend words and ideas. • Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities. • Demonstrate evidence of reading comprehension. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: use prior knowledge. • Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: monitor for meaning, create mental images, and generate and answer questions. • Understand and apply knowledge of text components to comprehend text. • Apply understanding of complex organizational features of printed text and electronic sources. • Understand and apply knowledge of text components to comprehend text, in literary and informational text. • Evaluate informational materials, including electronic sources, for effectiveness. • Synthesize information from a variety of sources. • Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions. • Apply understanding of complex information, including functional documents, to perform a task. • Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings.
Science	
Social Studies	<ul style="list-style-type: none"> • Understand the role of money, banking, and financial institutions and how individuals and businesses use them.
Writing	<ul style="list-style-type: none"> • Analyzes and selects effective strategies for generating ideas and planning writing. • Revises to improve text. • Publishes in formats that are appropriate for specific audiences and purposes. • Produces documents used in career setting. • Analyzes and selects effective organizational structure. • Spells accurately in final draft. • Applies punctuation rules. • Applies usage rules. • Uses complete sentences in writing. • Applies paragraph conventions.

COMPONENTS AND ASSESSMENTS

Performance Assessments:

- Assess personal skills, abilities and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.
- Utilize career resources to develop a career information database that includes international career opportunities.
- Relate the importance of workplace expectations to career development.
- Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.
- Develop strategies to make an effective transition from school to a career.
- Relate the importance of lifelong learning to career success.

Leadership Alignment

Interpersonal-

- Participates as a member of a team and contributes to group effort.
- Teaches others new skills.
- Works with cultural diversity and works well with men and women from diverse backgrounds.

Information-

- Acquires and evaluates information.
- Interprets and communicates information.

Standards and Competencies

Standard/Unit: Career Awareness

Competencies

Total Learning Hours for Unit: 15

Self-Awareness

- Assess and analyze personal talents, values, and interests as they may relate to a future career, based on the completion of standardized career interest survey and personality indicator assessments.
- Compare personal skills and aptitudes with various career options.
- Correlate personal characteristics with the requirements of specific jobs within career clusters.
- Identify transferable competencies and job-specific skills related to career and job options.
- Identify personal strengths and weaknesses.

Career Research

- Use a variety of research tools (e.g., computer-assisted programs, newspapers, books, professional and trade associations, informational interviews, job shadowing, career fairs, and the Internet) in the career exploration process.
- Evaluate several occupational interests, based on various criteria (e.g., educational requirements, starting salaries, and career ladder opportunities).
- Use available resources for projecting career opportunities and trends.
- Analyze a specific career cluster using a variety of research tools (e.g., college career centers/counselors, professional and trade associations, career fairs, information interviews, print media, and the Internet).
- Describe the impact of the global economy on jobs and careers.
- Evaluate international employment opportunities.

Workplace Expectations

- Demonstrate personal qualities related to employability.
- Describe how honesty and integrity affect relationships with others.
- Describe appropriate time management techniques and their application in the workplace.
- Discuss and illustrate the positive and negative effects of a well-developed work ethic on worker and workplace productivity.
- Explain the importance of respect for the feelings and beliefs of others.
- Demonstrate appropriate employer and employee interactions in workplace situations.
- Demonstrate the ability to function as a proactive, productive team member in the workplace.
- Discuss advantages and disadvantages of entering nontraditional occupations.
- Identify stereotypes, biases, and discriminatory behaviors that may impact opportunities for women and min in certain occupations.
- Illustrate techniques for eliminating gender bias and stereotyping.
- Discuss equity issues and their impact on the workplace.
- Discuss and demonstrate the skills necessary to function as a member of a diverse workforce.
- Demonstrate appropriate telephone and e-mail etiquette.
- Describe methods of providing good customer service in the workplace.
- Explain the need for continual skills improvement to ensure lifelong career success.
- Compare how performing a job in a virtual work environment differs from performing the same job in a traditional work setting.

Aligned Washington State Standards

Art	
Communications	<ul style="list-style-type: none"> • Applies a variety of listening and observation skills/strategies to interpret information. • Analyzes the needs of the audience, situation, and setting to adjust language and other communication strategies. • Uses communication skills that demonstrate respect. • Applies skills and strategies to contribute responsibly in a group setting.
Educational Technology	
Health and Fitness	
Math	
Reading	<ul style="list-style-type: none"> • Apply strategies to comprehend words and ideas. • Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities. • Evaluate informational materials, including electronic sources, for effectiveness. • Synthesize information from a variety of sources. • Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions. • Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings.
Science	
Social Studies	
Writing	

21st Century Skills

Check those that students will demonstrate in this course:

<p>LEARNING & INNOVATION</p> <p>Creativity and Innovation</p> <p><input checked="" type="checkbox"/> Think Creatively</p> <p><input checked="" type="checkbox"/> Work Creatively with Others</p> <p><input checked="" type="checkbox"/> Implement Innovations</p> <p>Critical Thinking and Problem Solving</p> <p><input checked="" type="checkbox"/> Reason Effectively</p> <p><input checked="" type="checkbox"/> Use Systems Thinking</p> <p><input checked="" type="checkbox"/> Make Judgments and Decisions</p> <p><input checked="" type="checkbox"/> Solve Problems</p> <p>Communication and Collaboration</p> <p><input checked="" type="checkbox"/> Communicate Clearly</p> <p><input checked="" type="checkbox"/> Collaborate with Others</p>	<p>INFORMATION, MEDIA & TECHNOLOGY SKILLS</p> <p>Information Literacy</p> <p><input checked="" type="checkbox"/> Access and Evaluate Information</p> <p><input checked="" type="checkbox"/> Use and Manage Information</p> <p>Media Literacy</p> <p><input type="checkbox"/> Analyze Media</p> <p><input type="checkbox"/> Create Media Products</p> <p>Information, Communications and Technology (ICT Literacy)</p> <p><input checked="" type="checkbox"/> Apply Technology Effectively</p>	<p>LIFE & CAREER SKILLS</p> <p>Flexibility and Adaptability</p> <p><input checked="" type="checkbox"/> Adapt to Change</p> <p><input checked="" type="checkbox"/> Be Flexible</p> <p>Initiative and Self-Direction</p> <p><input checked="" type="checkbox"/> Manage Goals and Time</p> <p><input checked="" type="checkbox"/> Work Independently</p> <p><input checked="" type="checkbox"/> Be Self-Directed Learners</p> <p>Social and Cross-Cultural</p> <p><input checked="" type="checkbox"/> Interact Effectively with Others</p> <p><input checked="" type="checkbox"/> Work Effectively in Diverse Teams</p> <p>Productivity and Accountability</p> <p><input checked="" type="checkbox"/> Manage Projects</p> <p><input checked="" type="checkbox"/> Produce Results</p> <p>Leadership and Responsibility</p> <p><input checked="" type="checkbox"/> Guide and Lead Others</p> <p><input checked="" type="checkbox"/> Be Responsible to Others</p>
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